TOWN OF PALM BEACH, FLORIDA

COMPREHENSIVE ANNUAL BUDGET

FISCAL YEAR 2016
(October 1, 2015 - September 30, 2016)

Mayor and Town Council

Gail L. Coniglio, Mayor
Michael J. Pucillo, Town Council President
Richard M. Kleid, Town Council President Pro-Tem
Danielle H. Moore, Town Council Member
Penelope D. Townsend, Town Council Member
Robert N. Wildrick, Town Council Member

Town Manager

Thomas G. Bradford

Prepared by the Finance Department
Jane Struder, Finance Director
(561) 838-5400
www.townofpalmbeach.com

TOWN OF PALM BEACH
ORGANIZATIONAL STRUCTURE

CITIZENS OF PALM BEACH

ELECT

MAYOR
Gail L. Coniglio

TOWN COUNCIL

PRESIDENT
Michael J. Pucillo

PRESIDENT PRO-TEM
Richard M. Kleid

Danielle H. Moore

Penelope D. Townsend

Robert N. Wildrick

APPOINTS

TOWN ATTORNEY
John C. Randolph

TOWN MANAGER
Thomas G. Bradford

ADVISORY BOARD AND COMMISSIONS

DEPUTY TOWN MANAGER
Jay Boodheshwar

DIRECTOR OF RECRECATION
Beth Zickar

DIRECTOR OF PUBLIC SAFETY
Kirk W. Blouin

DIRECTOR OF PUBLIC WORKS
H. Paul Brazil

DIRECTOR OF
Human Resources
Danielle Olson

DIRECTOR OF PLANNING, ZONING AND BUILDING
John Page

DIRECTOR OF FINANCE
Jane Struder

The following information might be helpful to the reader in finding information in the budget document for programs, services and financial information. The Town of Palm Beach Budget compiles financial and service delivery data in a single source document for easy reference. This guide explains the budget format and will assist in locating information which may be of particular interest. The budget is intended to serve four purposes.

THE BUDGET AS A POLICY DOCUMENT

As a policy document, the Budget indicates what services the Town of Palm Beach will provide during the upcoming fiscal year, and the reasons for these services. The Budget provides goals and objectives for each organizational unit in the Town of Palm Beach as well as the performance measures upon which programs will be monitored for the forthcoming fiscal year. All Town of Palm Beach funds are described in detail in their respective sections.

THE BUDGET AS AN OPERATIONS GUIDE

As an operations guide, the budget indicates how departments and funds are organized to provide services that will be delivered to the community. The Departments' budget sections provide a mission statement, goals and objectives, organization chart, authorized personnel, revenue and expenditure summaries with descriptions, and performance measures for each Town of Palm Beach Department.

THE BUDGET AS A FINANCIAL PLAN

As a financial plan, the budget outlines the cost of the Town of Palm Beach services and how they will be funded. The Revenues and Expenditures Section provides an overview of the Budget including major revenue and expenditure breakdowns and categories for the following Funds: General, Debt Service, Capital, Enterprise, Internal Service Activity and Trust & Agency. The introductory section includes a budget message, Town-wide goals, demographic information, assessed value and millage rate information, Town history, a discussion of the Town of Palm Beach accounting structure and financial policies, a description of the budget preparation process and the financial structure. The budget summary section details the approved budget as well as a comparison of financial activity over a multi-year period with an analysis of the Town reserves.

THE BUDGET AS A COMMUNICATIONS DEVICE

The Budget is designed to be user friendly with summary information in text, charts, tables and graphs. A glossary of financial budget terms is included for your reference. In addition to the reader's guide, the table of contents provides a listing of sections in the order in which they appear in this document. The statistical section includes miscellaneous information relevant to the Town of Palm Beach. Should you have a question about the Town of Palm Beach that this document does not answer, please feel free to call The Finance Department at (561) 838-5444. This Budget Document is available on the Town's web site, www.townofpalmbeach.com.

A STEP BY STEP GUIDE

Given its size and the variety of information it contains, the budget document can be an overwhelming undertaking to review. The purpose of this section is to provide the reader with a guide to the document's contents: where and how to find the information and how to understand or use the information.

The budget document has been prepared in a summary format intended to be easily understood by the general public. The following describes each of its major sections:

Introduction

The budget message or transmittal letter is the best place to start. It is most important in understanding where we have been and where we are going in the upcoming year. The letter provides a broad perspective of services provided and discusses taxes and millage rates, changes in operations, significant differences in revenues and expenditures, and the focus and direction of the budget year.

The introduction section also includes general information about the Town, its budget philosophy and process, financial policies (which form the foundation of the Town's budget development and financial management processes), and other general information.

Budget Summary, General Fund, Revenues, Expenditures, Departmental Tabs and Other

The Budget Summary, General Fund, Revenues, Expenditures including Departmental and Other tabs include various presentations of the general fund budget. The Budget Summary section includes summary budget information for all funds and an analysis of Town reserves. The General Fund section includes a financial trend analysis of Revenues and Expenditures. The Revenues tab includes a detailed five-year general fund revenue history, as well as narrative and charts regarding major general fund revenue history. The Expenditures tab includes an exhibit containing four years of expenditure history by program, as well as summary budget charts.

An overview of each department/program, the largest portion of the General Fund budget, is included in this section. Each department's section may include the following: A revenue and expenditure summary, personnel complements, an organizational chart, mission statement, goals and objectives, performance measures and workload indicators.

Debt Service, Capital, Enterprise, Internal Service and Trust & Agency Funds

These sections include budget summaries, program descriptions, trend analyses and income statement analyses for the Town's governmental (other than general), enterprise, internal service and trust & agency funds.

Appendix

The appendix includes property tax and millage rate schedules, donation reserve account detail, financial policies, historical staffing levels, and other exhibits that may be helpful to the reader.

****

We sincerely hope this "how-to" has aided in finding and understanding information contained in the Town's budget. If any point is unclear, or if additional information is necessary, please call the Finance Department at (561)838-5444. Should the same requests repeatedly occur, we will make an effort to incorporate clarifications in next year's budget document.

GOVERNMENT FINANCE OFFICERS ASSOCIATION

Distinguished Budget Presentation Award

PRESENTED TO

Town of Palm Beach

Florida

For the Fiscal Year Beginning

October 1, 2014

Executive Director

The Government Finance Officers Association of the United States and Canada (GFOA) presented an award of Distinguished Presentation to the Town of Palm Beach for its annual budget for the fiscal year beginning October 1, 2014.

In order to receive this award, a governmental unit must publish a budget document that meets program criteria as a policy document, as an operations guide, as a financial plan, and as a communication device.

The award is valid for a period of one year only. We believe our current budget continues to conform to program requirements, and we are submitting it to GFOA to determine its eligibility for another award.

(This page intentionally left blank)

Introduction

Budget Message 1
Strategic Planning and Key Results Measurement 18
Introductory Information
Map 25
Town Overview/Demographics 26
Assessed Valuation and Millage Rate 27
Town History 31
Financial Policies 33
Budget Preparation Process 38
Budget Calendar 43
Financial Structure 44

Budget Summary

Fund Budget Overview 49
Budget Summary by Fund Type, Revenues and Expenditures 50
Summary of Major Revenues by Fund Type 52
Summary of Expenditure Classifications by Fund Type 54
Reserve Analysis 57
Capital Expenditures 63

General Fund

General Fund Revenues and Expenditures Budget Comparison 65

Revenues

General Fund Revenues 67
Major Revenue Sources 71

Expenditures

General Fund Expenditures 81

Legislative

Legislative (111) 85

General Government

General Government (113) 87

Town Manager

Town Manager's Office Organization Chart 90
Administrative Management (121) 92

Advice and Litigation

Advice and Litigation (122) 93

Information Systems

Information Systems (125) 95

Human Resources

Human Resources Organization Chart 100
Human Resources (123) 103

Finance

Finance Organization Chart 110
Finance Department Revenue and Expenditure Summary 112
Records Management (131) 113
Financial Management (141) 115
Purchasing (144) 118

Planning, Zoning and Building

Planning, Zoning and Building Organization Chart 122
Planning, Zoning and Building Department Revenue and Expenditure Summary 124
Planning and Zoning (211) 126
Permit Issuance (212) 128
Inspection and Compliance (213) 131
Landmarks Preservation (214) 133
Fire Prevention (215) 135
Code Enforcement (216) 137

Fire-Rescue

Fire-Rescue Department Organization Chart 140
Fire-Rescue Department Revenue and Expenditure Summary 143
Fire Administration (411) 145
Operations (417) 148
Training (418) 152
Ocean Rescue (419) 155

Police

Police Department Organization Chart 160
Police Department Revenue and Expenditure Summary 163
Administrative Management (421) 165
Organized Crime Vice and Narcotics – OCVAN (422) 168
Records Information System Unit (423) 170
Training and Community Relations Unit – TCR (424) 172
Communications Unit (425) 175
Crime Scene/Evidence Unit (426) 177
Patrol (428) 179
Criminal Investigation Unit (429) 183
Parking Control Unit (430) 185

Public Works

Public Works Department Organization Chart 188
Public Works Department Revenue and Expenditure Summary 193
Administrative Management (511) 195
Street Repair and Maintenance (521) 196
Traffic Control (523) 198
Street Lighting (524) 200
Storm Sewer Maintenance (531) 202
Sanitary Sewer Maintenance (532) 205
Sanitary Sewage Treatment (533) 208
Residential Collection (541) 209
Commercial Collection (542) 211
Refuse Disposal (543) 212
Yard Trash Collection (544) 213
Recycling (545) 215
Beach Cleaning (546) 217
Landscape Maintenance (551) 218
Facility Maintenance (554) 220
Meter Maintenance and Collection (558) 222
General Engineering Services (561) 223
Right of Way Inspections (565) 225
Equipment Operation and Maintenance (571) 226
Coastal Management (581) 228

Other

Library Services (321) 232
Transfers to Other Funds (611 to 625) 233
Emergency Management (710) 234
Contingent Appropriations (711) 235

Debt Service

Debt Administration 237
2010A and 2013 Revenue Bonds (Fund 205) 242
2010B Worth Avenue Revenue Bond (Fund 206) 243

Capital Funds

Capital Funds 245
Capital Projects by Project Type and Fund 246
Impact of Capital Investments on Operating Budget 247
Capital Improvement Fund (Fund 307)
Five Year Capital Improvement Pay-as-you-go/Facilities Program 249
Pay-as-you-go Capital Improvement Fund 250
Comprehensive Coastal Management Plan Bond Proceeds Construction Fund (Fund 309)
CCMP FY15 Accomplishments and FY16 Action Plan 251
Comprehensive Coastal Management Project Fund 263
Coastal Management Program Budget 265
Town Facilities Project Fund (Fund 310)
Town Facilities Fund 267
Worth Avenue Assessment District (Fund 311)
Worth Avenue Maintenance 269
Accelerated Capital Fund (Fund 314)
2013 Accelerated Capital Projects Fund 271
Accelerated Capital Improvement Program Budget Report 272
Project Fact Sheets
- Sanitary Sewer Upgrades 273
- North Flagler Drive Force Main 274
- E-3, Garden Road to Cherry Lane, Force Main Replacement 275
- Sanitary Sewer Force Main Rehabilitation 276
- General Drainage/Curb & Gutter/Sidewalk Improvements 277
- Queens Lane Roadway Improvements 278
- D-4 & D-10 Pump Station Improvements 279
- El Bravo Way, South Woods Road, and La Puerta Way Drainage Improvements 279
- Monterey Road, Orange Grove Road, and Onondaga Avenue Street Improvements 280
- Bradley Place Improvements – Royal Poinciana to Wells 281
- Ridgeview Drive, Cherry Lane, and West Indies Drive Drainage Improvements 282
- Lake Trail Improvements from Royal Palm Way to Reef Road 283
- D-4/D-10 Pump Station Improvements – Construction 284
- Fuel Tank Replacements at the D-8, D-14, and A-7 Pump Stations 285
- Stormwater Pump Station Improvement Assessment 286
- Midtown Drainage Improvements 287
- D-2 & D-9 Drainage Basin Interconnect 288
- North Ocean Boulevard Seawall 289
- Ocean Outfall Abandonments 290
- Coastal Structural Improvements 291
- Groin Improvements and Reach 3 Rehabilitation 292
- North Fire Station Emergency Generator Replacement 293
- Landfill & Facility Improvements 294
- Public Works Maintenance Bay 295

- Memorial Fountain Restoration 296
- Town Hall Square 297
- ACIP Phasing Plan 298
- Mast Arm Replacements/Upgrades 299
- Bradley Park Improvements (Fountain) 300
- Street Light Replacements 301
- Street Lighting Upgrades – South Ocean Blvd, Sloans Curve to Lake Ave. 302

Recreation Enterprise Fund (Fund 403)

Recreation Enterprise Fund Organization Chart 304
Recreation Enterprise Fund Revenue and Expenditure Summary 306
Marina 307
Golf Course 311
Tennis 317
Recreation Center 321
Administration 324
Capital Program 325
Depreciation Program 326
Equipment Replacement 327

Internal Service Funds

Self Insurance – Risk
Self Insurance Fund – Risk Management (Fund 501) 329
Self Insurance – Health
Self Insurance Fund – Health Benefit (Fund 502) 333
Equipment Replacement Fund
Equipment Replacement Fund (Fund 320) 335

Trust and Agency Funds

Retirement Fund 339
Employees Retirement System (Fund 600)
Employees Retirement Fund 345
Health Insurance Trust (Fund 610)
Health Insurance Trust 347
Retiree Sliding Scale Insurance Premium Rates 2016 351

Appendix

Authorized Positions 355
Donation Reserve Account Summary 360
Financial Policies
Fund Balance 361
Contingency Reserve – General Fund 367
Designation of General Fund Balance - Liability Related to Compensated Absences Leave Balances 368
Reserve for Encumbrances, Continuing Appropriations, and Prepaid Expenses 369
Contingency Reserve – Capital Fund 370
Equipment Replacement Reserve 371
Contingency Reserve – Equipment Replacement Fund 372
Recreation Enterprise Fund Reserve 373
Dock Replacement Reserve – Recreation Enterprise Fund 374
Contingency Reserve – Recreation Enterprise Fund 375
Contingency Reserve – Recreation Enterprise Fund – Capital Fund 376
Equipment Replacement Reserve – Recreation Enterprise Fund 377
Recreation Enterprise Fund – Maintenance and Improvement Reserves 378
Reserve for Catastrophic Exposures/Emergencies – Risk Fund 379
Contingency Reserve – Risk Fund 380
Contingency Reserve – Health Insurance Fund 381

Budgetary Control 382
Debt Management Policy 383
Revenue Shortfall Plan 384

Index

Index…. 387

Glossary

Glossary 392

(This page intentionally left blank)

TOWN OF PALM BEACH

Office of the Town Manager

October 1, 2015

Honorable Mayor, Town Council
and Citizens of the Town of Palm Beach

Submitted herewith is the Annual Budget and Financial Plan for the Town of Palm Beach for the fiscal year commencing October 1, 2015 (FY2016). Expenditures from all operating, capital projects, and debt service funds, total $166,440,947. This budget is of note in that the property tax rate providing revenue to the General Fund is recommended to be reduced to (3.3779), a 0.82% millage rate decrease. The taxable value for FY16 has been estimated by the Property Appraiser to be $14,687,090,837, 9.74% over FY15. In preparing this budget, staff has tried to adequately address the needs of the Town, while at the same time minimizing the impact to Town taxpayers.

This budget was prepared keeping five important concepts foremost: 1) that the budget is a policy document and must facilitate understanding and policy analysis by elected officials and the general public; 2) the level of service that the Town provides its residents and visitors should not be compromised; 3) the plan for routine replacement of major capital equipment must be maintained; 4) the long range plan for funding capital improvements must be updated; and 5) unappropriated fund balances should be maintained at sufficient levels.

.

FY16 Townwide Budget Priorities

At the May 12, 2015 and the June 9, 2015, Town Council meetings, the Town Council adopted the Townwide budget priorities for FY16. The top 3 budget priorities adopted are as follows:

1. Continue with adoptions of the 10 Year Beach Management Program. FY2016 goals include sand placement in Reaches 7 and 8, extend Corps disposal area in Reach 2 and begin multi-year groin rehabilitation process. Re-assess plan to consider dredge vs mined sand. How to pay for groins and set timelines. Results of EIS. **This budget includes an additional $3,238,220 for the Coastal Program.**
2. Target annual operating expenditures that would result in a millage rate that would result in $0 increase for homestead property owners. ***This budget meets this goal.***
3. Develop a financing plan for the Townwide underground utilities project. ***Staff will be working on this goal throughout the coming year. A referendum has been scheduled for March 15, 2016 for elector approval of $90 million in double-barreled general obligation bonds.***

The Annual Budget and Financial Plan for the Town of Palm Beach covers the funds which are reviewed herein in the following order:

1) General Fund
2) Debt Service Fund
3) Capital Improvement Fund
4) Coastal Management Fund
5) Accelerated Capital Improvement Program Fund
6) Recreation Enterprise Fund
7) Internal Service Funds
8) Trust Funds

Budget Format

This letter of transmittal is designed to provide for an understanding and policy analysis of the FY16 budget for the elected officials and public. The Annual Budget Document provides additional detailed information for all revenue and expenditure categories and has been prepared in a program format. Each program contains historical and FY16 budget expenditure information and a narrative description of what services are provided. In this way, elected officials are able to understand and concentrate on the very important policy questions necessary to consider when reviewing the annual budget such as: Is this the level of service that citizens expect? Are taxpayers willing to pay the cost of providing this level of public service? How are the Town's long-term capital and financial needs of the Town being addressed?

General Fund

The General Fund is the primary operating fund of the Town. It is the only fund which utilizes ad valorem (property) taxes as a direct revenue source. The adopted millage rate is 3.3779 which is less than the FY 15 rate of 3.4058 representing a 0.82% millage rate decrease and an 8.32% increase over the rolled back rate of 3.1184.

General Fund expenditures increased by 6.9% over FY15. This increase includes an additional $3,238,220 transfer to the Coastal Management Fund. If this increase had not been included, the General Fund budget would have increased by 2.21% over FY15. Highlights of the FY16 budget include:

1) Based upon the Property Appraiser's Preliminary Certification issued July 1, 2015, existing property taxable values in the Town have risen 9.74% over the prior year.
2) The budget includes an increase in EMS fees.
3) Forfeiture funds of $136,000 from the Defined Contribution Program have been included as a revenue source to offset FY16 Defined Contribution Costs.

4) A total of 4.91 new FTE positions have been included in the budget, 3.5 in the General Fund.
5) Merit increases are included in the budget as well as a 2% increase in the pay ranges.
6) The pension increase includes an additional $291,855 contribution to begin to fund the Retirement Fund experience study increases including the costs of the new mortality tables required by the State to be used in the actuarial assumptions. The ultimate increases are projected to be $875,564.
7) The Defined Contribution total includes the Town discretionary 4% increase for a total of an 8% Town match to employee contributions.
8) Funding for Health Insurance has remained flat for FY16 and is in keeping with the findings of our consultant Willis.
9) The budget includes funding for new capital equipment purchases in the Police and Fire-Rescue Departments. These items include:
    a. Opticom devices for the major intersections, which automate a green light for emergency vehicles ($95,000)
    b. Opticom emergency response units, for 20 police vehicles ($76,000)
    c. StarChase Pursuit Management Systems which deploys tracking devices onto fleeing vehicles ($16,800)
10) Additional Funding (an increase of 3% or $30,000) for the transfer to the Capital Improvement Fund to begin to build up reserves for future capital projects once the bond proceeds have been spent and to adjust for inflation.
11) An increase in the transfer to the Debt Service Fund of $165,462 for principal and interest payments on the Town's bonds.
12) A reduction of $397,000 in the transfer to the OPEB trust fund due to positive experience reflected in the actuarial study.

Revenues

In the General Fund, total revenues are expected to increase by $4,618,987 (6.86%) from the adopted FY15 budget. The changes by revenue type are shown on the table on the following page.

Revenue	FY2015	FY2016	FY15 vs. FY16 Difference	% Change
Ad Valorem Taxes	$43,424,300	47,131,000	$3,706,700	8.54%
Non Ad Valorem Taxes	7,937,500	8,005,000	67,500	0.85%
Licenses & Permits	6,835,600	7,160,320	324,720	4.75%
Intergovernmental	1,079,750	1,135,437	55,687	5.16%
Charges for Services	3,573,600	3,867,388	293,788	8.22%
Fines and Forfeitures	1,210,000	1,284,000	74,000	6.12%
Investment Earnings	578,694	700,000	121,306	20.96%
Miscellaneous	221,000	266,600	45,600	20.63%
Interfund Transfers	885,000	785,000	-100,000	-11.30%
Transfers For Contingency and Compensated Absences	1,549,900	1,579,586	29,686	1.92%
Total Revenues	$67,295,344	$71,914,331	$4,618,987	6.86%

Ad Valorem Revenue

The FY16 budget contains an increase in property tax revenues of 8.54% sufficient to cover increases in operating expenses and an additional $3,238,220 transfer to the Coastal Management Fund.

Non Ad Valorem Revenue

Total non ad valorem revenues (excluding transfers of fund balance) are anticipated to increase by $912,287 from the FY15 revenue budget. The differences by revenue type are described in detail, as follows:

- Non ad valorem taxes are expected to increase by $67,500 (0.85%), due to increases in utility tax revenue based upon better than anticipated revenue collections in FY15.
- Licenses and Permits are expected to increase by $324,720 (4.75%). This is due to an improvement in building permit revenue and an increase in the business tax fees but is still conservatively estimated compared to recent history.
- Intergovernmental Revenues are expected to increase by $55,687 (5.16%), due primarily to increases in State sales tax estimates.
- Charges for Services are expected to increase by $293,788 (8.22%), due to the increases in EMS Transport fee amounts, and improvement in parking meter revenues (based on better than anticipated FY15 results).

- Fines and Forfeitures are expected to increase by $74,000 (6.12%) due to increased revenue from increased parking ticket issuance.

- Interest Earnings on the Town's invested funds are expected to increase $121,306 (20.96%) from the FY15 budget. The budget is based on the expectations that interest rates will rise during the next year and additional revenues generated from the certificate of deposit investments initiated in FY15.

- Miscellaneous Revenue is expected to increase by $45,600 (20.63%) due to the addition of the defined contribution forfeiture funds added to the budget for the first time to offset Town's contributions to the defined contribution plan.

- The only Interfund Transfer is from the Recreation Enterprise Fund for services provided by the General Fund. This transfer is reduced by $100,000 to $785,000 for FY16. The Town Docks will have to be replaced within the next 7 to 10 years. We are currently accruing funds in the Dock Replacement Reserve on an annual basis equal to the annual depreciation of approximately $164,000 per year on the docks. Through FY14 a total of $2,715,680 had been set aside in the Dock Replacement Reserve. Current estimates for the replacement of the Town Docks are over $10,000,000. We are reducing the transfer to the General Fund and increasing the annual transfer to the Dock Replacement Reserve by $100,000 in order to strengthen the reserves for the future project. We will likely propose the same increase in future years until the total annual contribution approximates the estimated debt service on the dock replacement cost.

- The transfer from fund balance is $1,579,586. The transfer represents $944,686 for contingency funding and $634,900 from the designated reserve for compensated absences, both in compliance with the Town's adopted financial policy.

Expenditures

Total General Fund expenditures of $71,914,331 represent a 6.86% increase from FY15 expenditures. Changes for each individual program are included under separate tabs in the Annual Budget Document. If you compare the budget to budget increase less the transfer to the Coastal Management Fund, the year over year increase would be 2.21%. Highlights of the overall changes by category of expenses for FY15 vs. FY16 are set forth in the table on the following page:

Expenditure Category	FY2015	FY2016	FY15 vs. FY16 Difference	% Change
Salary and Wages	$24,927,999	$24,950,913	$22,914	0.09%
Pension Benefits	6,682,615	7,483,056	800,441	11.98%
Other Employee Benefits	8,470,910	7,924,669	-546,241	-6.45%
Contractual	8,565,388	8,931,123	365,735	4.27%
Commodities	1,753,846	1,774,239	20,393	1.16%
Depreciation/Capital Outlay	1,876,644	2,344,591	467,947	24.94%
Library	306,580	315,777	9,197	3.00%
Other/Transfers	14,711,362	18,189,963	3,478,601	23.65%
Total Expenditures	$67,295,344	$71,914,331	$4,618,987	6.86%

Salary and Wages

Salaries and wages are increasing by $22,914 (0.09%) for FY16. The increase is partially due to the addition of 3.50 FTEs in the General Fund. Each of these positions are described in greater detail below. This category also includes the cost of providing pay for performance increases to eligible employees and a 2% increase to employee pay ranges, offset by salary decreases due to the retirement of 18 employees during FY15.

Some of the expenditures included within the salary and wages category are partially or fully offset by non-tax revenues. These expenditures include special assignment overtime paid for by the requestors of the service, education incentive pay reimbursed by the State, and Telecommunicator salary reimbursement through County 911 Funding. The revenue offset from these sources is budgeted for $758,000.

Personnel Changes

The budget includes additional positions in the General Fund. A portion of the increase in personnel cost is offset by non-salary cost savings in the same program or by personnel cost reductions in other programs due to retirements. A summary of the personnel changes in the General Fund is provided below:

- Human Resource Analyst – Increased resources devoted to the recruitment process in order to decrease the time needed to fill vacant positions.
- Zoning Technician – Improve the plan review process to ensure all zoning and other conditions placed upon a project unrelated to the Florida Building Code are included

in the documents submitted for permitting; and (b) add resources to answer questions from the public relative to the requirements of the Zoning Code.

- The budget contains two personnel changes in the Fire Rescue Department to reclassify the Fire Marshal and Fire Inspector to civilian positions resulting in cost savings upon the upcoming retirement of the incumbents.
- Engineering Technical Support Specialist – This is a para-professional position to aid the project engineers and the coastal coordinator with project permitting requirements, grant agreements, payment requests and requirements of Interlocal Agreements with other governmental agencies.
- Reclassification of a part time Mechanic I to a full time Mechanic – To fill an operational need for the maintenance and repair of equipment, cars and light duty trucks due to the inability to hire or retain a person in this position on a part-time basis.

Pension Benefits

The increase in pension benefits of $800,441 (11.98%) is due to the lower returns in FY14 for the pension fund and an additional contribution of $291,855 is added to begin to accrue funds for the anticipated cost increase due to the recent Retirement Fund experience study and the changes in the mortality tables. In addition, the FY15 contribution was offset by a $750,000 transfer from prepaid contributions and for FY16 that transfer was reduced to the prepaid balance of $488,633.

The Town's match to the defined contribution plan is funded at 8%, which includes the 4% required match of the employees' contributions and full funding (4%) of the 0%-4% discretionary Town contribution. The General Fund DC contribution is anticipated to be $1,303,233 for FY16. This contribution will be offset by accrued forfeiture funds totaling $136,000.

Other Employee Benefits

The $546,241 (6.45%) decrease in the cost of non-pension employee benefits reflects the decrease in the cost of the longevity and bonus program and the decrease in the transfer to the OPEB Trust fund. The transfer to the OPEB trust fund decreased by $397,000 due to positive experience and higher reserves causing a reduction in the actuarial determined required contribution. There is no increase in employee health insurance funding in FY16 based upon trend analysis provided by the Town's health insurance consultants.

Contractual

Total contractual costs are increasing in FY16 by $365,735 (4.27%) including the following specific increases: $88,871 increase in software and computer equipment maintenance costs for maintenance on the Town wide security cameras and Human Resource recruitment software, $45,000 for legal costs, $29,800 for election costs, $60,000 in digital scanning, $50,000 in contractual plan review, $70,000 landscape contracting, and $25,000 for additional sidewalk maintenance costs.

Commodities

The $20,393 (1.16%) increase in FY16 for commodities is due to increases fuel costs in various public works programs, and other miscellaneous supplies throughout all Town departments.

Capital Outlay/Equipment Replacement

The increase in capital expenditures of $467,947 (24.94%) is partially due to increased depreciation costs of $287,117 on new equipment purchases and a specific increase in the estimated replacement value of 3 pumpers in the Fire-Rescue Department due to higher than anticipated increases in the cost of these vehicles. In addition, the following items are included as new capital purchases:

- Opticom Traffic Preemption System Intersection Controllers ($95,000) – This system uses GPS technology to activate traffic lights to both stop cross traffic and allow traffic in the transport lanes to clear the intersection prior to the arrival of an emergency vehicle. The equipment reduces response times and EMS transport times and provides for a safer response for both responders and public by reducing traffic conflicts at each intersection. Currently 8 intersections have the controllers (Funded by FDOT for the Flagler Memorial Bridge construction), the request is to expand the system to include additional intersections.
- Opticom Emergency Response Units ($76,000) – These units will be installed in 20 police vehicles. (All Fire-Rescue apparatus have the mobile transmitters, originally funded by FDOT)
- StarChase Pursuit Management Systems ($16,800) - The Star Chase System is a GPS Launcher that attaches to the front of a patrol car. It deploys tracking devices onto wanted or fleeing vehicles, eliminating the need to pursue suspects at high speeds. We currently have 3 of our 14 vehicles equipped with these devices. This appropriation will equip the entire police fleet.

Other

The Other category includes transfers to other funds (including the Capital Improvement Fund, Debt Service Fund and the Risk Insurance Fund) and funding for the Four Arts Library. Also included in this category is the General Fund Contingency.

- The transfer for debt service increased to $6,265,462 from $6,100,000 to reflect the FY16 principal and interest payments on the 2010 and 2013 bonds.
- Funding for the transfer to the Risk Insurance program increased by $9,233 (0.48%).
- The Pay As You Go portion of the capital improvement program has been increased slightly (3%) to $1,030,000 as an inflationary increase to cover the cost of small capital projects not included in the Accelerated Capital Improvement Program and to

begin to increase this transfer to build reserves for capital projects once the ACIP bond funds have been spent.

- The transfer to the Coastal Management Fund of $8,015,220 represents an increase of $3,238,220 to the funding for the coastal program due to recent cost increases and funding for future anticipated increases.
- Funding for the Four Arts Library totals $315,777 which is a 3% increase from FY15 in accordance with prior Town Council direction.
- The General Fund Contingency for FY16 is funded at 1.5% ($944,686) of total General Fund operating expenditures, per Town policy.

Fund Balance

As of September 30, 2014, the Town's unassigned General Fund balance was $22,298,680. Town policy requires that the General Fund maintain an unassigned fund balance of 25% of budgeted operating expenditures (General Fund budget less coastal transfer). This requires a minimum unassigned fund balance of $15,629,586 for the FY15 budget. Therefore, the Town's unassigned General Fund balance was $6,669,094 above the policy required minimum for FY15. The Town Council authorized a budget amendment in FY15 to transfer $6,600,000 from unassigned fund balance to the Coastal Fund. The FY16 budget includes a transfer of $1,579,586 from fund balance reserves to fund the following items: contingency reserve ($944,686) and compensated absence payouts ($634,500). The compensated absence payouts will come from the compensated absence reserve. The contingency transfer will come from the Town's unassigned General Fund balance. The General Fund Unassigned fund balance is conservatively estimated to be approximately $19,500,000 on October 1, 2015 which is over the required FY16 minimum of $16,005,622.

Personnel Complement

The total personnel complement (for all funds Townwide) for FY16 is 365.09 full-time equivalent personnel (FTEP), which is an increase of 4.91 FTEP from the adopted FY15 budget. This includes the following position changes: An additional Human Resource Analyst, a Zoning Technician, an Engineering Technical Support Specialist, an upgrade from part time to full time for a mechanic position, a Crew Foreman/Irrigation Specialist at the Par 3, various part time adjustments in the Recreation Enterprise fund allocation and adjustments to the allocations to the internal service and trust funds to more appropriately allocate the true cost of the services provided by the Finance Department and Human Resources. A chart of the FTEP by department is shown on the table on the following page:

Department/Fund	FY12	FY13	FY14	FY15	FY16
Town Manager	5.10	5.10	5.10	5.10	5.00
Information Systems	6.00	6.00	6.00	8.00	8.00
Human Resources	4.52	4.38	4.38	4.63	5.13
Finance	17.95	17.64	18.14	18.64	18.56
Planning, Building & Zoning	26.75	26.25	26.25	27.25	28.25
Fire-Rescue	82.90	79.90	75.90	75.90	75.90
Police	103.85	104.35	103.35	103.35	103.35
Public Works	86.85	88.02	88.04	87.04	88.54
Recreation Enterprise Fund	25.71	25.80	26.71	26.04	27.55
Coastal Management Fund	0.00	0.00	0.00	1.00	1.00
Risk Fund	1.00	1.00	1.00	1.00	1.16
Health Fund	0.80	0.79	0.79	0.79	0.97
OPEB Trust	0.72	0.73	0.73	0.73	0.90
Retirement Fund	0.50	0.71	0.71	0.71	0.79
Total Authorized Positions	**362.65**	**360.67**	**357.10**	**360.18**	**365.09**

OTHER FUNDS

Below are highlights from the budgets for other Town funds. Additional information can be found at the tabs in the back of the Budget Document behind the General Fund information. The Town's other funds include: Debt Service, Capital Improvement Funds, Recreation Enterprise Fund, Internal Service Funds (Health, Risk, Equipment Replacement), and Trust Funds (Pension and OPEB Trust).

Debt Service Funds (205, 206)

The Debt Service Funds provide for the payment of principal and interest on the Town's outstanding bonds. During FY10, the Town authorized the issuance of $57,035,000 for a portion of the Town's Accelerated Capital Improvement Program (ACIP) and refunding all of the Town's existing debt. In addition, bonds totaling $14,770,000 were issued for the Worth Avenue Commercial District Project. In 2013, the Town issued $55,590,000 for the second phase of the ACIP, "bondable" coastal projects, and the Town's portion of the Par 3 clubhouse project.

The Town's outstanding debt as of September 30, 2015 is shown below:

Year Issued	*Outstanding Principal Balance @ September 30, 2015*	*Purpose*
2010A	$51,950,000	First Phase of the ACIP and Refund Outstanding Debt.
2010B	$11,845,000	Worth Avenue Commercial District Project
2013	$54,690,000	Second Phase of ACIP, Bondable Coastal, and Par 3 Clubhouse
Total	$118,485,000	

As of September 30, 2015, the Town's net bonded debt will amount to 16% of the legal limit of $734,354,542 (5% of preliminary FY16 taxable value of $14,687,090,837).

The 2010A and 2013 Series Revenue Bonds debt service is funded from non-ad valorem revenues. A portion of each ($204,100) is funded through the Recreation Enterprise Fund for the Town's portion of the Par 3 golf course and clubhouse renovation, and a portion is funded through the Coastal Management Fund ($731,163). The non-ad valorem revenue transfer from the General Fund for FY15 is $6,265,462.

The 2010B Series Revenue Bonds debt service appropriation of $775,678 is funded through non ad valorem assessments on the property owners within the Worth Avenue Assessment District.

Capital Improvement Funds (307, 309, 310, 311, 312, 314)

For FY16 the following assignments of the CIP transfer are included in the Pay As You Go capital budget:

- Storm water improvements - $150,000
- Sanitary sewer improvements - $100,000
- Street and Road Improvements - $700,000 – Includes $200,000 for the development of a future pavement management program and $100,000 for curb and sidewalk replacement projects.
- Bulkheads and Seawalls - $50,000
- Water Main Improvements (WPB) - $800,000 (Reimbursed by West Palm Beach)
- Landfill Site Maintenance - $25,000 for access road maintenance and a pilot program to reduce the vegetation cells.
- General Building Maintenance - $25,000 minor renovation/repair projects for Town buildings.
- Phipps Park Bathrooms - $200,000

An additional $30,000 or (3%) increase in included in the FY16 budget to increase the

funding to the Capital Improvement Fund and begin to build up the reserve in this fund for future capital projects and to acknowledge inflationary impacts to construction projects.

Projects that are to be funded in FY16 from the Bond Proceeds Fund for the ACIP program are listed under the Capital Funds tab.

Coastal Management

The Coastal Management Fund (309) is used in part to fund the construction costs of the coastal projects. The details of the FY16 budget for Coastal Management can be found in the Annual Budget Document. This plan has been updated by Public Works to include estimates for future projects based upon current costs. The budget reflects an increase to the transfer from the General Fund by $3,238,220. The recent Mid-Town and Phipps projects were both significantly over budget. In order to fund the future projects, without having to borrow, additional funding is needed for this fund.

Recreation Enterprise Fund (403)

The Recreation Enterprise Fund (REF) comprises all municipal recreational activities and facilities in the Town, including the Par 3 Golf Course, the Seaview Park and Phipps Ocean Park Tennis Centers, the Recreation Center, and the Town Docks.

Revenue

Overall, recreation revenue reflects an increase in FY2016 of 8.4% from the FY2015 budget for the Recreation Enterprise Fund (REF).

Tennis revenues are slightly higher for FY2016. The focus remains on increasing participation and no fee increases were proposed. Tennis has experienced an increase in participation this year and this trend is expected to continue in FY2016 despite a general decline in tennis participation locally and nationally.

Recreation Center revenues for FY2016 are expected to experience a slight increase. The revenue focus for the Recreation Center will be on developing new programs and increasing participation. Modest fee increases to individual activities will be in effect for the upcoming fiscal year.

Town Docks revenues for FY2016 are expected to be higher. An across the board dockage fee increase of 3% for annual, seasonal and transient customers is included in the FY16 budget. The overall increases should not affect our place in the market.

Golf Course revenue projections are expected to increase in FY2016. Minor increases in the winter season regular rate (of $1.00 per round) and club rentals are included in the budget as well as increases to single and double adult annual passes for residents and nonresidents. The continued demand for tee times indicates these increases to fees will be tolerated and not affect either the volume of play or the Par 3's place in the market. Also, the food and beverage operations in the clubhouse provide an important source of revenue.

Expenditures

The FY2016 REF budget represents an increase of 6.9% from the FY2015 budget. The Par 3 Golf Course expenses are expected to increase 10.9% due to the addition of a Crew Foreman/Irrigation Specialist (1.00 FTE). This position is necessary due to an 80% increase in play at the golf course which has resulted in greater wear and tear of the course requiring greater attention and staffing needed to maintain the quality of the greens. The management of the enhancements made to the irrigation/fertigation system during the renovation and increased level of activity on the course exceeds what a single full-time person can manage. The facility is open 7 days a week and currently there is no relief for the Superintendent to handle emergency repairs, delegate supervision of contracted staff or other operational duties.

The Town Docks' expenses will increase 7.4% due to anticipated retirement payout and an adjustment to group insurance estimates for covered employees. Tennis and the Recreation Center budgets will see minor increases of 0.6% and 1.1% respectively.

The transfer to the General Fund is budgeted at $785,000, a reduction of $100,000 from the FY15 budget. As mentioned before, the reduction will be transferred to the Dock Replacement Fund.

Maintenance and Improvement Fund – Par 3 Clubhouse

A new reserve has been adopted for the Recreation Enterprise Fund called the Maintenance and Improvement Reserve for the Par 3 Clubhouse. This reserve will be funded with a year-end transfer of 50% of the Par 3 golf course net profits. The clubhouse and restaurant have become very successful and because of the success, the wear and tear on the clubhouse has been noticeable. This reserve will accumulate funds for future major repair and maintenance projects that are necessary to keep the clubhouse in excellent condition to ensure continued success. The reserve will begin to be funded with the FY15 year-end net profits.

Internal Service Funds (501, 502, 320)

The transfer to the **Risk Fund (501)** has increased by $9,233 (0.48%) from FY15 to FY16.

The employer contribution for FY16 to the **Health Insurance Fund (502)** has remained the same as in FY15 due to savings realized from the wellness program and favorable claims experience.

The **Equipment Replacement Fund (320)** contains the accumulated depreciation of all fixed assets over the established thresholds of $2,500 for capital equipment and $1,500 for computer equipment. The annual depreciation transfer for FY16 is $2,107,319. This amount represents an increase of $287,117. In FY16, the total expenditures for equipment purchases will be $1,354,100. A detailed listing of planned equipment purchases is located in the Internal Service Funds section of the Annual Budget Document.

Trust Funds – (600, 610)

Retirement (600)

The FY16 actuarially determined contribution to the defined benefit plan totals $6,585,069. This amount is partially offset by a transfer from the prepaid contribution reserve in the Retirement Fund of $488,633. The Town accumulated a prepaid reserve in the Retirement Fund due to the "overpayment" to the fund by systematically contributing the actuarially determined amount rather than the State required amount (which was calculated as a percent of payroll). In addition, $291,855 was added to the contribution to begin to fund the expected increase associated with the experience study and the new mortality tables.

The Town contribution comparison for FY15 vs. FY16 is shown in the table below:

Town Defined Benefit Contribution

	FY15	FY16	$ Change	% Change
General Employees	$1,856,320	$2,049,839	$193,519	10.42%
Lifeguards	153,086	160,770	8,684	5.71%
Police	2,144,661	2,306,795	162,134	7.56%
Firefighters	2,223,585	2,359,519	135,934	6.11%
Subtotal	$6,376,652	$6,876,924	500,272	7.85%
Less: Prepaid Contribution	(750,000)	(488,633)	261,367	-34.85%
Amount included in Budget	$5,626,652	$6,388,291	$761,639	13.54%

The Town contributes a required match of up to 4% to the Defined Contribution (DC) plan. Contributions to the DC plan began with the implementation of the hybrid plan on May 1, 2012. In addition, the Town Manager may recommend and the Town Council may approve an additional discretionary contribution of up to 4% per year, to be decided each year depending upon economic and budgetary conditions. For FY16, the Town Manager recommended and the Town Council approved a 4% discretionary DC contribution at a cost of $653,659. Total employer contributions to the DC plan are shown in the chart below:

Employer Defined Contribution Funding

	FY12 Actual	FY13 Actual	FY14 Actual	FY15 Budget	FY16 Budget
General	$123,785	$334,252	$699,122	$770,326	$861,483
Lifeguards	2014	5,458	10,943	11,242	14,789
Police	43,163	104,787	265,191	303,712	321,688
Fire-Rescue	47,748	128,627	174,650	221,612	203,975
Total	$216,710	$573,124	$1,149,906	$1,306,892	$1,401,935

Health Insurance (OPEB) Trust (610)

The actuarially determined transfer to the OPEB trust from the General Fund in the FY16 budget is $1,180,000. This amount is $397,000 (25.17%) less than FY15. The decrease is due to the fact that the fund has had positive experience and the reserves have increased which has allowed for an actuarial credit to offset a portion of the Town contribution. The trust was established to account for and fund the liability for the Town's share of retiree health benefits. The contributions are funded like pension benefits, taking into account the accrued cost for current employee benefits as well as the costs of retired employee benefits. The Town's balance in the OPEB trust fund continues to be well ahead of other government agencies across the country.

Worth Avenue Special Assessment District

The budget for the Worth Avenue Special Assessment District is included in the Capital Funds and the Debt Service section of the budget document. The budget includes funding for maintenance and debt service. These costs are fully offset by the assessments charged to property owners within the district.

Looking Ahead

It is our expectation that property value growth will slow to a more stable rate for next year. Since 2000 the average rate of growth has been 6.84%. Recent articles in the local press indicate property values may increase even more than the FY16 increase so we expect the growth rate for FY17 to remain strong.

It is staff's intent during the upcoming year to review and implement the following changes:

- Develop and issue the Comprehensive Plan.
- Develop a five year Capital Improvement Program in compliance with the requirements of the Comprehensive Plan.
- Develop a financing plan and construction plan for the utility undergrounding project with the assistance of the Underground Utility Task Force.
- Announce modifications to the employee performance bonus program that will be effective in FY17 to make the program more transparent and structured to more appropriately reward high performing employees.
- Prepare the Long Term Financial Plan as an internal planning document for budgetary control purposes.

Inventory of Assets

The estimated inventory of parts, supplies, fuel and materials on hand as of October 1, 2015, was $471,649 and the total fixed asset inventory (which includes machinery, equipment, and vehicles with a value over $2,500 and computer equipment with a value over $1,500) was $19,746,204`.

Financial Policies

The Town has 19 formally adopted financial policies. The establishment of specific reserve policies is an important part of prudent financial management and the practice is strongly recommended by the Government Finance Officers Association (GFOA) and the National Advisory Committee on State and Local Budgeting (NACSLB).

Copies of the Town's financial policies can be found in the back of this document in the appendix.

Acknowledgements

I wish to acknowledge the efforts of Jane Struder, Director of Finance, Cheryl Somers, Assistant Director of Finance, Amy Wood, Accounting Supervisor, and Jay Boodheshwar, Deputy Town Manager for their efforts in compiling this document which was generated with the valuable input of each Department Director and their respective staffs.

Respectfully Submitted,

Thomas G. Bradford
Town Manager

cc: Department Directors
Jay Boodheshwar, Deputy Town Manager

Strategic Planning and Performance Measurement

In 2003, the Town of Palm Beach developed and adopted a strategic plan. The development of the strategic plan involved input from elected officials, citizens, the business community, and staff. In conjunction with the Town's strategic plan, staff developed an organizational vision statement which included input from all employees. Both the strategic plan and the vision statement, in addition to annually adopted Townwide goals, help us to form our department and program goals. Outlined in the following pages is a summary of our strategic plan, organizational vision, and departmental goals for FY16.

Strategic Planning

In 2001, the Town Council formed a Strategic Planning Board comprised of then Mayor Lesly Smith and four other Town residents. The board held a series of meetings and community forums to receive input from citizens, the business community, staff and others. The strategic plan was formally approved by the Town Council in 2003. The strategic plan is summarized below:

A Legacy Worth Keeping

Palm Beach is a fully developed community, world renowned for its extraordinary beauty, quality of life, and small-town character. Our permanent and seasonal residents love our barrier island community and are determined to preserve our legacy. We do not seek to change Palm Beach, but rather to protect our community's assets, correct any deficiencies, and to manage inevitable change so as to maintain our tradition of excellence.

As we envision our future ten years from now, we see Palm Beach remaining true to the inspired legacy of our founders, a Mediterranean-style mecca of stunning architecture and natural beauty, acclaimed shopping, restaurants and hotels, a cosmopolitan culture, and an involved citizenry committed to civic and philanthropic causes and excellence in Town Government.

Quality and Responsive Town Government

Town government is supported by a respected Mayor and Town Council, a skilled and dedicated staff, and by the active volunteer participation of many citizens. Palm Beach provides residents with the highest level of safety and security through its vigilance and commitment to high quality training and state-of-the-art equipment. The Town has maintained its fiscal strengths with resourceful budgeting and prudent management.

In the future, we envision...

Continued high quality services and facilities provided in a responsive, resourceful manner. A structure of government guided by clear mandates and performance goals for Town administration and for appointed boards and commissions, continued technological innovation, and excellent internal and external communication.

Pro-active initiatives and continuous vigilance to anticipate and avert threats to public safety, enabling Palm Beachers to live secure in safe neighborhoods.

Solid fiscal strength and strong alliances with state and federal partners. Actions will be taken and communicated to residents to instill confidence that optimum services are provided for taxes paid.

Public Facilities and Infrastructure

While completely developed, the Town of Palm Beach recognizes a number of redevelopment challenges and functional deficiencies among its current capital facilities. Traffic has increased and parking is at a premium. Beach erosion has become severe, threatening oceanfront property and diminishing a key scenic and recreational asset. Drainage deficiencies and occasional water shortages continue to pose a threat.

In the future we envision...

Beaches fully restored and maintained for the protection of oceanfront property, enjoyment of residents, and scenic enhancement.

Modernized, reliable infrastructure systems, including improved facilities for water distribution and storm drainage. Capital projects will be completed expeditiously and with an effort to limit the disruption they inevitably will cause to adjacent property owners.

Convenient network of roads and parking, less hampered by congestion and sufficient to meet local needs without encouraging additional traffic or visitation.

Character and Quality of Life

While Palm Beach is built out, growth continues in the form of redevelopment and changes in use raising questions and concerns about over-development, scale, and our historic legacy. The Town is proud of its lush landscaped setting, its historic architecture, and its array of shopping and other amenities, but concerns are expressed about expanded tourism, visitation and traffic, straining our limited service capacity. The Town recognizes that among our greatest resources are our people and their involvement in civic groups, charities, cultural activities, and faith-based organizations.

> *In the future we envision...*
>
> *A community that has guarded against over-development, encouraging redevelopment consistent in scale with existing neighborhoods, reflective of our heritage.*
>
> *A town with a rich menu of cultural choices, enabling Palm Beach to continue to combine the intimacy and convenience of small town life with the cultural sophistication and variety of a city.*
>
> *Palm Beach will remain a friendly community which embraces its diversifying population, nurtures young families and children, and welcomes new residents and visitors. Palm Beachers will continue their heritage of support to worthy causes and their involvement in civic affairs creating new opportunities for all to participate fully in the life of the community.*

Town Staff Vision

In 2005, Town staff developed and implemented an organizational vision and values statement. A Visioning Committee of 20 employees representing each department and every level of authority developed the draft vision and values statement that was reviewed by all Town employees. The final vision and values statement is shown on the following page:

OUR VISION

The Town of Palm Beach delivers the highest quality service by continuously improving and always striving to be the standard by which others are measured.

Our Town
Rich in history…
Rich in service…
Always exceptional!

OUR VALUES

The employees of the Town of Palm Beach commit to and are guided by the following values:
Respect for everyone
Highest ethical standards
Cooperation and teamwork
Commitment to quality
Spirit of innovation
Open, timely communication
Personal responsibility and accountability

This is a commitment by the employees of the Town of Palm Beach.
Our success as a team is dependent upon our actions being consistent with the vision & values we profess.

The Vision / Strategic Plan / Performance Measurement Process

The Townwide vision and strategic plan developed by the Strategic Planning Board and the organizational vision developed by Town staff complement each other. The Staff recognizes the Town's rich history and commitment to excellence that has made the Town an exceptional place to live and work.

The strategic plan and organizational vision guide the decision making process as the elected officials and staff develop annual Townwide, department and program goals, and the annual budget. We then use KRM's to track our progress in achieving the goals that have been set.

The process is depicted in a flowchart on the following page and elements of the process are described in greater detail in this section. The department and program performance measurement methodology are described in greater detail in the department sections of this document.

The Vision / Strategic Plan / Goals and Performance Measurement Process

Vision

- Townwide and Organizational Vision

Strategic Plan

- Quality and Responsive Town Government
- Public Facilities and Infrastructure
- Character and Quality of Life

Townwide Goals

- **Continue with adoption of the 10 year Beach Management Program. FY16 goal includes sand placement in Reaches 7 and 8, extend Corps disposal area in Reach 2 and begin multi-year groin rehabilitation process. Re-assess plan to consider dredge vs. mined sand. Research how to pay for groins and set timelines. Results of EIS.**
- **Target annual operating expenditures that would result in a millage rate that would result in a $0 increase for homestead property owners.**
- **Develop a financing plan for the Townwide underground utilities project.**

Budget

- Annual FY16 Budget

Department Goals

- Department and Program Goals

Performance Measures

- Performance Measures

Townwide Budget Priorities for FY2016

The Town Council's annual budget priorities for FY2016 are outlined below. These priorities were developed with input from the Mayor and Town Council, Town Manager, Department Directors, and staff and finalized at the June 9, 2015, Town Council meeting.

Once the Mayor and Town Council set the FY2016 priorities, the Departments developed goals and objectives that would accomplish the priorities. In addition, the Departments developed other major initiatives for the year. The Council priorities and Departmental goals will be reviewed on a continual basis throughout the fiscal year.

The following is a breakdown of the Town Council Priorities and a listing of the departmental objectives that address the Council's agenda. The table below shows the linkage between the Council's priorities and the Department objectives that will be implemented during the year. A detailed listing of all departmental objectives and performance measurements can be found in the Department sections of this document.

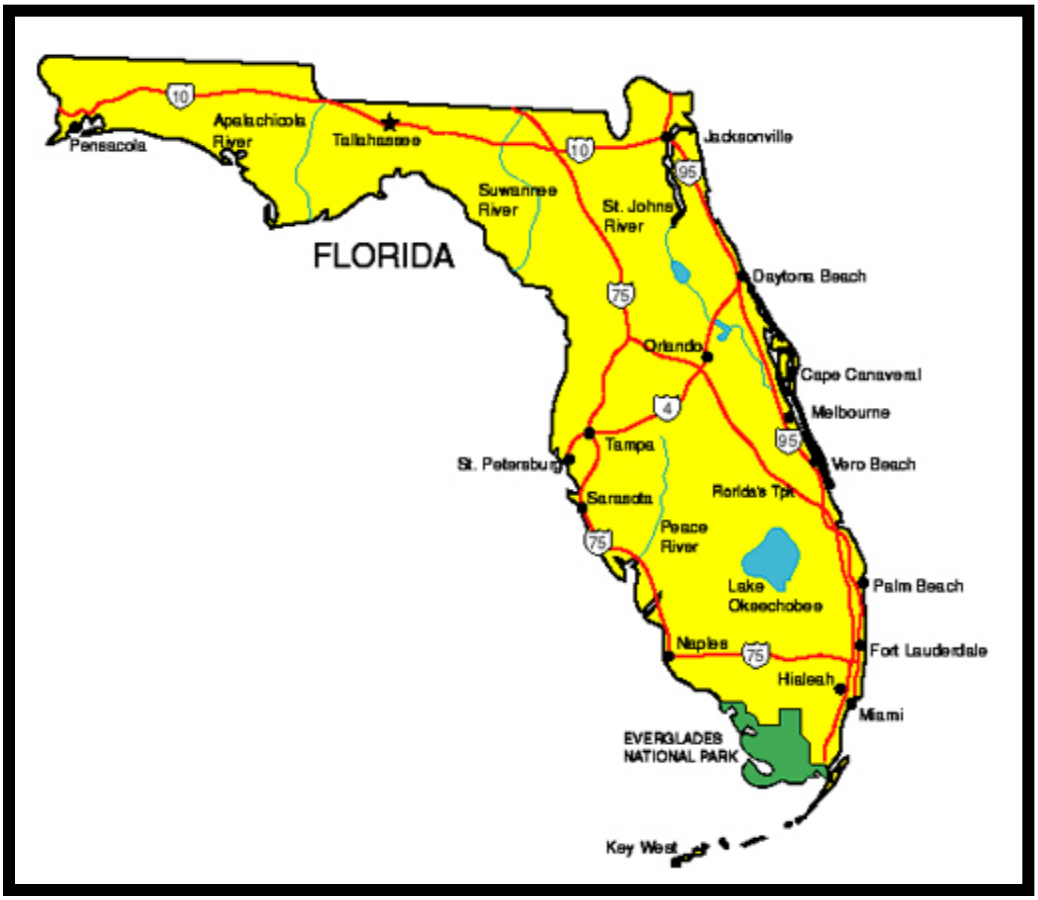
Town Council Priority #1 **Continue with adoption of the 10 year Beach Management Program. FY16 goal includes sand placement in Reaches 7 and 8, extend Corps disposal area in Reach 2 and begin multi-year groin rehabilitation process. Re-assess plan to consider dredge vs. mined sand. Research how to pay for groins and set timelines. Review results of EIS.**	
Department	Department Goals
Town Manager	• Review updated 10 year beach management plan with the Shore Protection Board and Town Council. Successfully re-nourish Reach 7 with dune work in Reach 8, if possible. Work with Shore Protection Board and Town Council on feasibility of proposed groin rehabilitation program. Continue with Completion of the Reach 8 EIS.
Public Works	• Continue pursuit of required Federal permits in accordance with BMA. Continue BMA and permit required monitoring. Construct shore protection projects in accordance with the 10-year plan.
Town Council Priority #2 **Target annual operating expenditures that would result in a millage rate that would result in a $0 increase for homestead property owners.**	
Department	Department Goals
Town Manager and Finance	• Work with the Town Council and Department Staff to prepare a FY16 budget that is fiscally responsible and results in no tax increase for homestead property owners. (Goal was achieved)
Town Council Priority #3 **Develop a financing plan for the Townwide underground utilities project.**	

Department	Department Goals
Town Manager and Finance	• Work with the UUTF, Consultants and the Town Council to prepare a financing plan for the underground utilities project. Referendum for Double-Barreled General Obligation Bonds scheduled for March 15, 2016.

Department Performance Measures

The Town Departments have adopted goals and performance measures representing the most critical targets for their operations. The other department and program specific results are shown in the department section of the budget document.

Palm Beach is located on a barrier island east of West Palm Beach, Florida in Palm Beach County. The land area of the Town is approximately 3.77 square miles with 12.1 miles of coastline on the Atlantic Ocean. The Town is also bound on the west by 15.9 miles of Intracoastal frontage (Lake Worth), on the north by the Palm Beach Inlet, and on the south by the Town of South Palm Beach.



DEMOGRAPHICS

Palm Beach at a Glance

Date of Incorporation	April 17, 1911
Form of Government	Council/Manager
Land Area	3.77 Square Miles
FY2016 General Fund Budget	$71.9 Million
Taxable Property Valuation	$14.7 Billion

Town of Palm Beach Demographics

Population

2014 (Univ of Florida Est)	8,170
2013 (Univ of Florida Est)	8,168
2010 (Census)	8,161
2000	9,676
1990	9,814
1980	9,432
1980	9,086
1960	6,055
1950	3,886

Resident Statistics

Median Age	68.7 yrs.
Avg. Household Size	1.74
Median Home Value	$924,100

Racial Composition

Caucasian & Other Races	94.5%
Hispanic/Latino	3.9%
African American	.6%
Asian	1.0%

Bond Ratings

	2010/2013 Revenue Bond	Issuer's Rating
Moody's	Aa1	Aaa
S&P	AA+	AAA

Service Statistics

Police Stations	1
Fire-Rescue Stations	3
Public Elementary School	1
Public Library	1
Recreation Facilities	
Tennis Courts	14
Par 3 Golf Course	1
Marina (88 slips)	1
Community Building	1
Playfields	5
Bicycle Paths	9.3 miles
Picnic Tables	77
Outdoors Grills	28
Recreation Areas	
Phipps Ocean Park	24 acres
Seaview Park	4.6 acres
Neighborhood Parks	
Bradley Park	4.5 acres
Kaplan Park	.3 acres
Special Use Parks	
Public Park on Beach	3.0 acres
Municipal Beach	5.60 acres
Peruvian/So. County Road	.24 acres
Southern Blvd. Causeway	9.60 acres
Nature Islands	39 acres

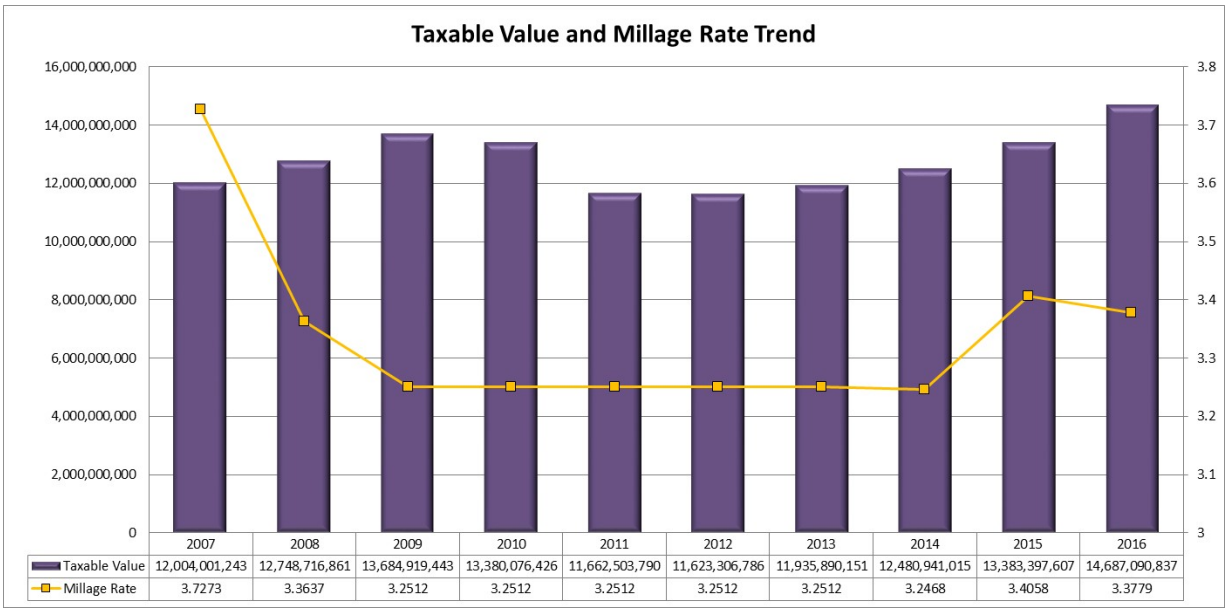
Registered Voters 7,705

Taxable Value and Millage Rate

The Town Council approved a millage rate of 3.3779 for FY16, a decrease from the FY15 millage rate of 3.4058. Taxable value increased 9.74% to $14,687,090,837 for FY16. Ad Valorem revenue of $47,130,948 is included in the FY16 budget. Town adopted final millage rate is above rollback but below maximum millage rates. The increase in tax revenue from the rollback rate is $3,620,735. The chart below identifies the millage rate options available to the Town and the Town's adopted final millage rate.

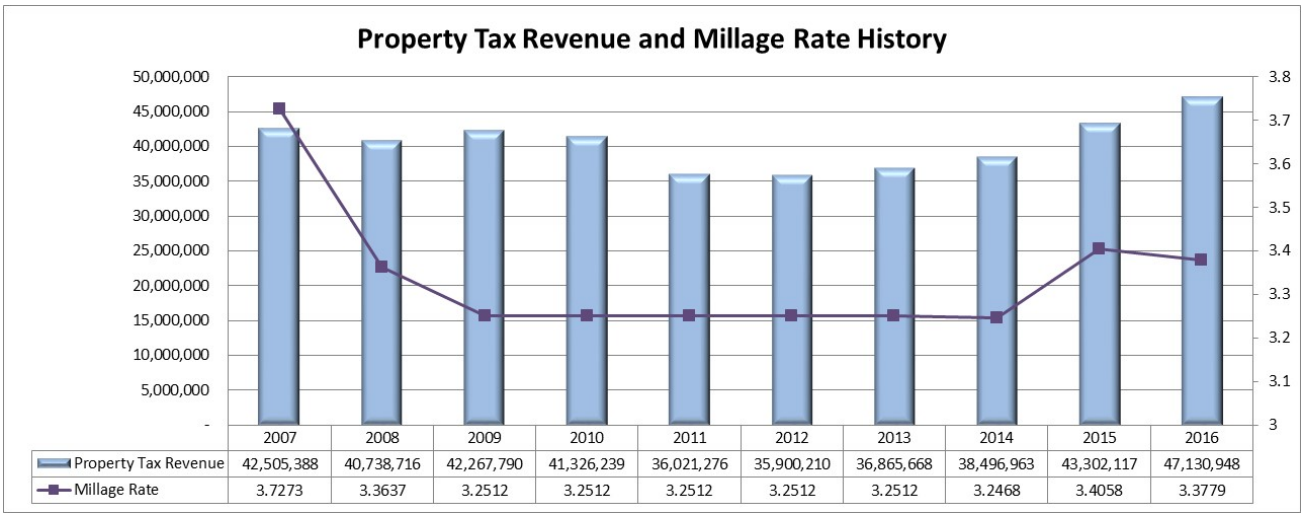
	Millage Rate	Tax Revenue
Rollback Millage Rate	3.1184	$43,510,213
Majority Vote Maximum Millage Rate	3.4148	$47,645,804
2/3 Vote Maximum Millage Rate	3,7563	$52,410,663
Town Adopted Final Millage Rate	3.3779	$47,130,948

The majority maximum millage rate is the prior year rolled-back rate adjusted to the rolled back rate if the prior year majority vote rate had been levied. This newly calculated rolled-back rate is then adjusted by the percentage change in per capita Florida personal income to arrive at the current year majority vote rate. This year the percentage change is Florida personal income was 1.96%. The 2/3 vote maximum rate is 110% of the majority maximum rate.



	2007	2008	2009	2010	2011	2012	2013	2014	2015	2016
Taxable Value	12,004,001,243	12,748,716,861	13,684,919,443	13,380,076,426	11,662,503,790	11,623,306,786	11,935,890,151	12,480,941,015	13,383,397,607	14,687,090,837
Millage Rate	3.7273	3.3637	3.2512	3.2512	3.2512	3.2512	3.2512	3.2468	3.4058	3.3779

Historic taxable value peaked in FY09 at $13.68 billion. Since FY09, the Town's taxable value had declined by 15% through FY12. Since FY12, values have increased and in FY16, the taxable value increased by 9.74% to a new all-time high. The FY16 millage rate decreased, but due to the increase in taxable value, an additional $3,706,648 in property tax revenue was added to the budget to supplement the funding of the coastal protection program. The tax revenue trend is shown on the chart on the following page.

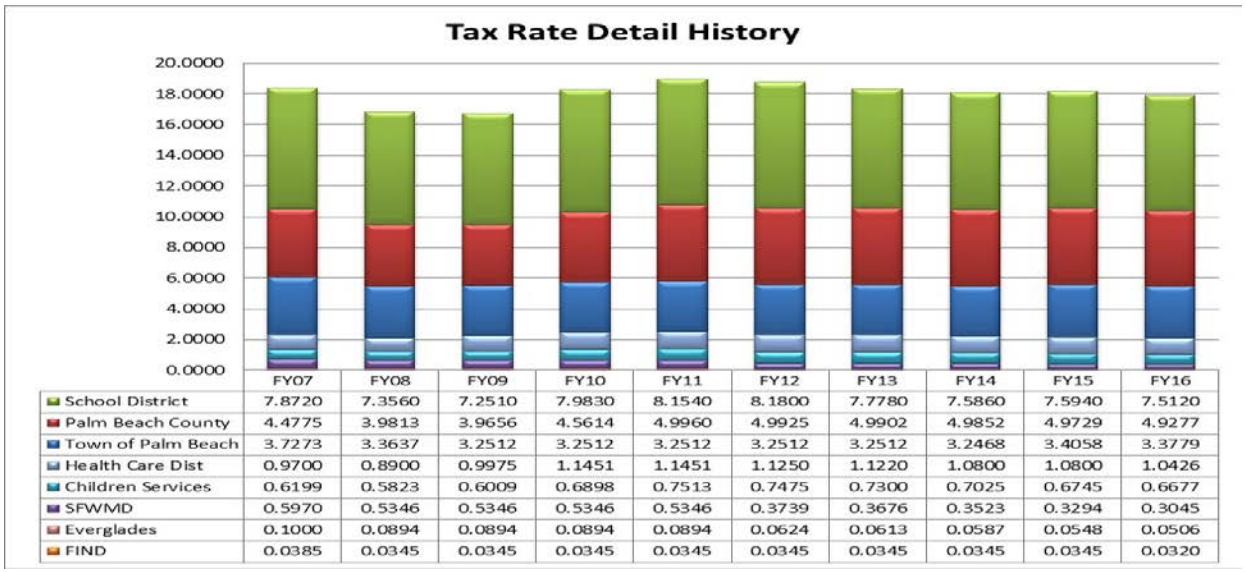


The Town millage rate represents 18.86% of the total tax bill. The table below illustrates the difference between the FY15 vs. FY16 total tax bill by taxing district for a Palm Beach property owner with a taxable value of $1 million.

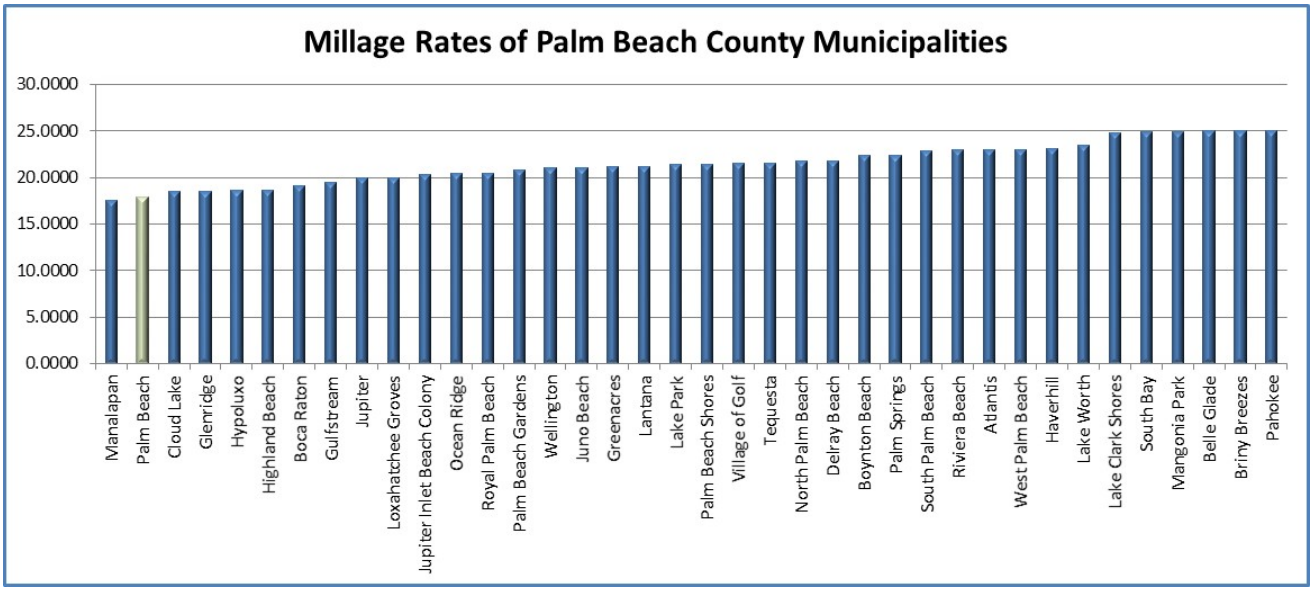
Impact on owner of $1 million property

Taxing Authority	FY15 Millage Rate	FY16 Millage Rate	FY16 Tax $1 Million Value	Change Per $1 million Value	% Change	% of Total Tax Bill
Palm Beach	3.4058	3.3779	$3,378	-$27.90	-0.82%	18.86%
Palm Beach County	4.9729	4.9277	$4,928	-$45.20	-0.91%	27.51%
Palm Beach County School District	7.5940	7.5120	$7,512	-$82.00	-1.08%	41.93%
South Florida Water Mgmt	0.3294	0.3045	$305	-$24.90	-7.56%	1.70%
Children Services	0.6745	0.6677	$668	-$6.80	-1.01%	3.73%
Florida Inland Navigation	0.0345	0.0320	$32	-$2.50	-7.25%	0.18%
Health Care District	1.0800	1.0426	$1,043	-$37.40	-3.46%	5.82%
Everglades Construction	0.0548	0.0506	$51	-$4.20	-7.66%	0.28%
Grand Total	18.1459	17.9150	$17,915	-$230.90	-1.27%	100.00%

The chart below shows the 10 year trend in millage rates for all taxing authorities.

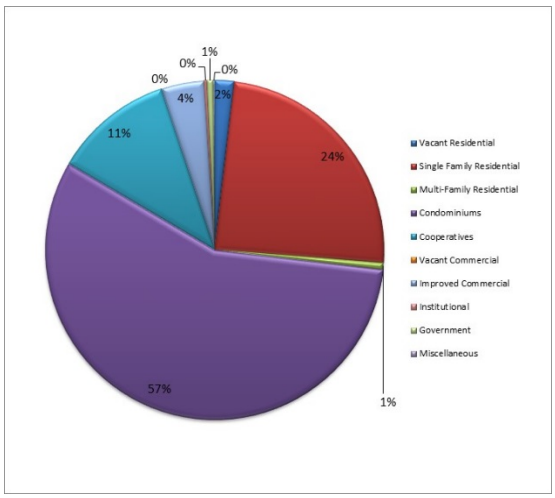


The Town's total millage rate is the second lowest in Palm Beach County as shown below.



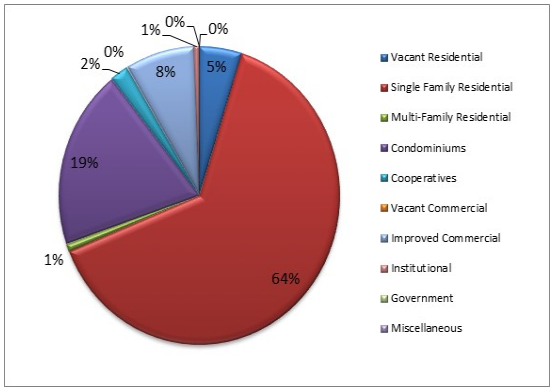
Property Breakdown by Number of Parcels

The Town has a total of 9,458 total parcels. Residential units total 8,905 or 94% of all parcels. Condominiums and Cooperatives represent the greatest percentage of total parcels in the Town at 68% or 6,386 parcels. Single family residential parcels are the second largest group at 2,283 parcels or 24% of the total. Commercial and industrial parcels total 387 and the balance is made up of multi-family, government, institutional and miscellaneous parcels. Properties with a Homestead exemption represent 35% of the total parcels in the Town.



Property Breakdown by Taxable Value

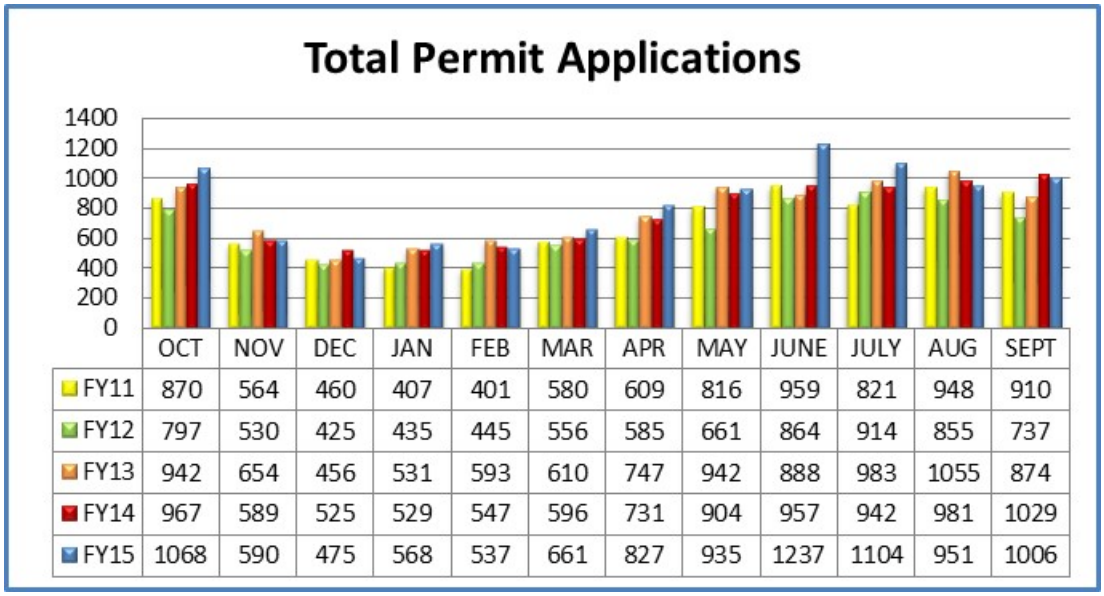
The taxable value of parcels in the Town totals $14.7 billion. Residential parcels represent 91% of the total value of parcels and single family residential represents 64% of the total value. Commercial and industrial properties represent 8% of the total value of parcels. Properties with a homestead exemption represent $5.9 billion (40%) of the total taxable value.



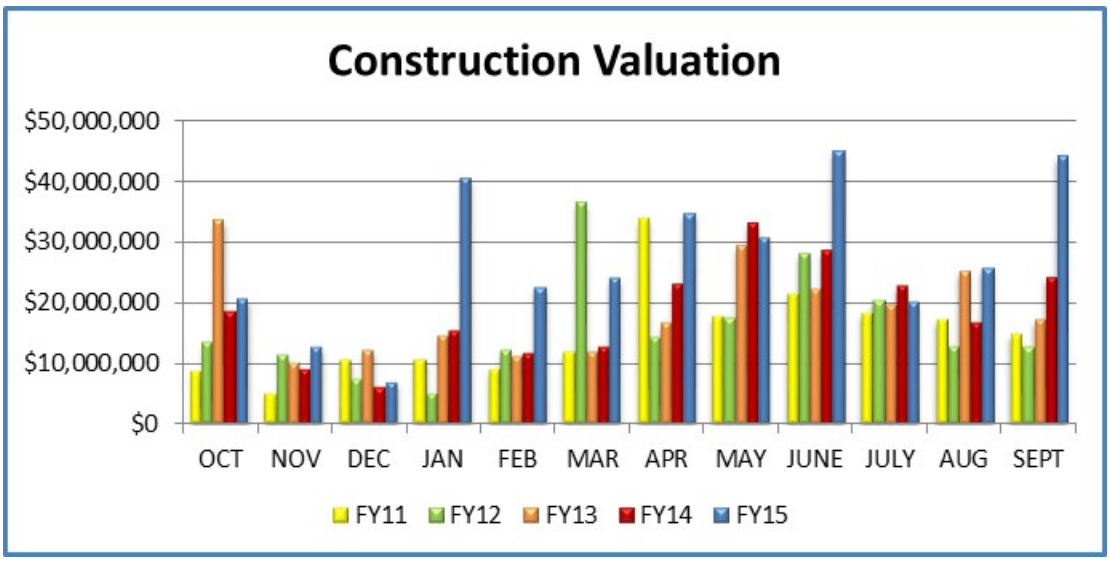
Historical Building Permit Detail

Beginning in 2008, building permit revenue declined due to the downturn in the economy. For the past five years, permit revenue and permit activity increased. A total of 9,959 permits were issued in FY15, compared to 7,727 for FY10. Total permit valuation for FY15 was $326,626,671 compared to $117,361,908 for FY10.

The monthly trend for permit activity and permit valuation for the past five years is shown on the charts below.



	OCT	NOV	DEC	JAN	FEB	MAR	APR	MAY	JUNE	JULY	AUG	SEPT
FY11	870	564	460	407	401	580	609	816	959	821	948	910
FY12	797	530	425	435	445	556	585	661	864	914	855	737
FY13	942	654	456	531	593	610	747	942	888	983	1055	874
FY14	967	589	525	529	547	596	731	904	957	942	981	1029
FY15	1068	590	475	568	537	661	827	935	1237	1104	951	1006



We expect permit activity to continue at high levels for FY16. The improvement in permit activity and new construction has resulted in a portion of the improvement of the Town's taxable value, with the balance an improvement in the real estate market.

Town History

According to early settler accounts, Palm Beach received its name from a shipwreck named the “Providencia”. The ship washed ashore in January of 1878 with a load of coconuts bound from Havana to Barcelona. Early settlers lost no time claiming salvage and planting the coconuts which were not native to South Florida in an effort to launch tropical South Florida on a commercial coconut industry.

In 1893 millionaire industrialist Henry M. Flagler and his second wife honeymooned in St. Augustine. Impressed with the beauty and history of the area, he envisioned an “American Riviera”. Flagler left home at age 14 with an eighth-grade education. Later, with John D. Rockefeller and Samuel Adams, he founded Standard Oil, and the rest is history. Having invested large sums in several hotels in the St. Augustine area, Flagler extended his holdings southward. He bought and improved existing railways anticipating the tremendous potential for South Florida. His railway was named the Florida East Coast Railway.

Flagler’s agents soon were buying acres of land on the island of Palm Beach. Many early homesteaders found themselves very wealthy, as orders had been given to buy “at any price”. Ground was broken May 1, 1893, and on February 11, 1894, the Royal Poinciana Hotel, the largest wood structure in the world, opened in Palm Beach and welcomed 17 guests. A month after the opening, the first train pulled from the station on Loftin Street (later used as an office and warehouse by the Town of Palm Beach) in West Palm Beach on the newly built bridge across Lake Worth to deliver vacationing residents, some in their own private railway cars, to the new hotel. Henry Flagler built his own house in 1902, Whitehall, as a wedding present for his third wife, Mary Lily Kenan. Whitehall is now the Henry Morrison Flagler Museum and is open to the public.

Flagler continued to develop the Royal Poinciana Hotel property and built a second hotel, the Palm Beach Inn, on the beachfront portion of the Royal Poinciana’s property. When the Palm Beach Inn burned in 1903 the first Breakers Hotel was built. Destroyed by a fire in

1925, it was rebuilt as the splendid hotel it is today. The Breakers is listed in the National Register of Historic Places.

On April 17, 1911, a meeting of the registered and qualified voters of Palm Beach, Florida, was held at the Palm Beach Hotel for the purpose of incorporating the Town of Palm Beach. Thirty-four qualified voters voted to incorporate the Town.

In 1918, before the end of World War I, Addison Mizner, an established New York architect who was born in California and studied in Spain, accepted an invitation from Paris Singer to recuperate from a leg injury in Palm Beach. As Mizner's health improved his boredom turned into creativity, and he transformed Singer's bungalow into a Chinese villa. The conversion was a success, but Singer looked forward to a larger project. Having established two hospitals in France, Paris Singer decided to build a convalescent home in Palm Beach for service men returning from the war. The buildings were completed, but before the opening of the club house in January 1919, the "Touchstone Convalescent Club" had been transformed into the exclusive Everglades Club on Worth Avenue where it still is today. Mizner's era had begun and was to continue along the southeast Florida coast through the 1920's.

The Town of Palm Beach soon began long range plans to develop and protect this island paradise, and the beauty which Town residents now enjoy is due to the efforts of several generations of planning activity. In 1929, the Garden Club of Palm Beach joined the Town and formally sponsored the preparation of a Town Plan. The overall goal of the 1929 Plan stated the following:

> *"One attractive and well managed public bath and beach, the concentration of general traffic upon a limited number of streets, beautification without especial reference to main arteries of travel, and a system of leisurely and convenient byways free from automobiles, punctuated with gardens: this is a plan which will localize recreation seeking crowds, discourage trespassing, and provide safety and quiet for residents of Palm Beach."*

Also included in the plan was the following statement:

> *"There are many communities which can be said to be beautiful. The places in which charm is the additional attribute are very few. The element of charm is the thing which lifts a community out of the ordinary and makes it distinctive. The attribute of charm may be produced by an intelligent development of physical advantages in an unusual way."*

Today's Comprehensive Plan in Palm Beach builds on the early foundation as an effort to preserve the quality and beauty of Palm Beach.

The Town of Palm Beach has 7,720 registered voters in 2015 with approximately 8,168 full time residents. The population swells to approximately 25,000 during "season" which is from November to April. Residents and visitors enjoy the very best in dining, shopping, and luxurious surroundings. Worth Avenue shops attract visitors worldwide.

In 2011, the Town celebrated its Centennial with a season full of activities and events. A Centennial Commission was formed to engage with the community, residents and businesses alike, to identify ways to celebrate the 100th anniversary of the Town's incorporation on April 17, 2011.

Financial Policies

The Town of Palm Beach financial policies, compiled below, set forth the basic framework for the overall financial management of the Town. These policies assist the Town Council's decision-making process and provide guidelines for evaluating both current activities and proposals for future programs. Copies of Town Council adopted policies are located in the appendix section of this document.

General Policies

- Annually prepare a budget, submit it to the Town Council for approval and publicly issue a budget document.
- Identify costs and funding sources before recommending approval of capital and operating budgets.
- Provide for sound financial planning, the best possible bond rating, funding of depreciation and adequate working capital in all funds.
- Take measures to protect against catastrophic losses through a combination of insurance, funded self insurance, and cash reserves.
- Follow the Town of Palm Beach Charter when preparing the Town's budget.
- Estimate and review the long-term costs associated with proposed new programs or services.
- Assign all program costs as accurately as practical (including interfund transfers when necessary) utilizing intergovernmental service funds where indicated.
- Annually review all existing programs to determine whether a recommendation to the Town Council to maintain, decrease, or increase service levels is appropriate.
- Review annually all administrative policies governing accounting procedures, billing, purchasing, asset use and control, and risk management.

Operating Budget Policies

- Pay for all current year operating expenses with current year revenues and/or available fund balances.
- Provide for adequate funding of all pension plans, as determined by the Town's actuary.
- Make all purchases in an impartial, economical, efficient, and competitive manner, in accordance with all Federal, State and municipal laws and coordinated through the Purchasing Division.

- The budget will be controlled at the program level within each department by the applicable department head. Budget amendment requests and transfers of funds between programs will originate from the applicable department head and the Finance Director and shall be subject to the approval of the Town Manager.

- The Town Manager may authorize transfers between departments if the action is deemed necessary to meet the obligations of the Town.

- Issue a Comprehensive Annual Budget Document after adoption.

Capital Budget Policies

- Evaluate the relative merit of each capital project according to the Town Council's goals and priorities.

- Rely on internally generated funds and/or grants to finance its capital needs. Debt will be issued for a capital project only in the case of an emergency, or when inclusion of a project in the Town's pay-as-you-go Capital program will preclude the construction of smaller necessary capital improvements.

- Thoroughly evaluate and update the Capital Improvement Program on an annual basis providing detailed information regarding operational impacts.

Revenue Management Policies

- Levy taxes to provide the desired level of service.

- Annually review all revenue schedules, including taxes, rates, licenses, user fees, and other charges, to insure compliance with Town Council's approved policies.

- Maintain a diversified revenue base to help mitigate the effects of short-term fluctuations in any one revenue source.

- Conservatively estimate annual revenues utilizing established industry standards along with historical trend information.

- Annually review user fees for the Recreation Enterprise Fund and set same at a level that fully supports all direct and indirect costs of the fund.

- Review new sources of revenue to fund operating and capital costs consistent with the Town Councils' goals and priorities.

Investment Management Policies

- Prepare a cash flow analysis of all funds on a regular basis. Disbursement, collection and deposit of all funds will be scheduled to insure cash availability.

- Deposit funds only in financial institutions which are insured by the Federal Deposit Insurance Corporation or are approved for full collateralization by the public deposit protection act or other state statutes.

- Pool cash from all legally permitted funds for investment purposes.

- Maximize the investment rate of return. Adhere to lawful investment options. Safety of the principal shall be the dominant requirement, followed by sufficient liquidity to meet operating requirements, and then yield.

- Insure timely deposit of all collected revenues.

Debt Management Policies

- Periodically approve the issuance of Debt Obligations on behalf of the Town to finance the construction or acquisition of infrastructure and other assets for the purpose of meeting its governmental obligations to its residents.

- Approve the issuance of Debt Obligations to refund outstanding debt when market conditions indicate or for management considerations.

- Assure that such Debt Obligations are issued and administered in such a manner as to ensure and sustain the long-term financial integrity of the Town, to achieve the highest possible credit rating and to preserve and enhance the quality of life, safety and welfare of its citizens.

- Assure that such Debt Obligations shall not be issued or debt proceeds used to finance current operations of the Town except as provided herein.

- Issue Debt Obligations if necessary to minimize the impact of construction or acquisition of infrastructure and other assets on the budget of the Town.

- Consider long-term financing for the acquisition, maintenance, replacement, or expansion of physical assets (including land) only if they have an economic/useful life of at least five years.

- Not issue debt for periods exceeding the useful life or average useful lives of the project or projects to be financed.

- Normally rely on internally generated funds and/or grants to finance its capital needs. Debt will be issued for a capital project only in the case of an emergency, or when inclusion of a project in the Town's pay-as-you-go capital program will preclude the construction of smaller necessary capital improvements.

- Keep outstanding debt within the limits prescribed by Section 7.01 of the Town Charter.

Accounting, Auditing and Reporting Policies

- Establish and maintain a high degree of accounting competency. Financial accounting and reporting will be done in accordance with methods prescribed by the Governmental Accounting Standards Board and the Government Finance Officers Association, or their equivalents.

- Present monthly and annual reports to the Town Council summarizing financial activity.
- Maintain financial systems to monitor expenditures, revenues and performance of all municipal programs on an ongoing basis.
- Provide full disclosure in annual financial statements and bond representations.
- Use an independent certified public accounting firm to perform an annual audit.
- Publicly issue a Comprehensive Annual Financial Report.
- Comply with all required reporting requirements related to bond issuance terms.

Reserve Policies

- Maintain a contingency reserve in the General Fund equal to 1.5% of the proposed General Fund budget to address unexpected needs that occur throughout the year, subject to the formal affirmative vote of the Town Council.
- Maintain a contingency reserve in the Capital Fund equal to 10% of the proposed Capital Fund budget to address unexpected needs that occur throughout the year, subject to the formal affirmative vote of the Town Council.
- Maintain an assigned fund balance in the General Fund equal to a minimum of 25% of current year General Fund budgeted expenditures.
- Maintain a contingency reserve for the Equipment Replacement Fund of $500,000 to address unexpected needs that occur throughout the year, subject to the formal affirmative vote of the Town Council.
- Maintain a contingency reserve in the Recreation Enterprise Fund equal to 5% of the proposed Recreation Enterprise Fund operating expense budget to address unexpected needs that occur throughout the year, subject to the formal affirmative vote of the Town Council.
- Maintain a contingency reserve for Recreation capital projects equal to 5% of the budget expenses to address unexpected needs that occur throughout the year, subject to the formal affirmative vote of the Town Council.
- Maintain a contingency reserve in the Self-Insurance Risk Fund of $500,000 to address unexpected needs that occur throughout the year, subject to the formal affirmative vote of the Town Council.
- Maintain a contingency reserve in the Self-Insurance Health Fund of $500,000 to address unanticipated expenditures and/or to meet unexpected increases in health insurance costs and claims exposure.

- Establish a reserve to designate fund balance in the amount equal to the Town's unpaid obligations, unfinished projects and prepaid expenses that carry over from one fiscal year into the next.

- Maintain minimum Net Asset levels equal to 25% of the proposed budgeted revenues in the Enterprise Fund.

- Maintain a minimum reserve of $2,500,000 for the Risk Fund designated as a reserve for catastrophic exposures/emergencies.

- Maintain a reserve for funding the replacement costs of General Fund existing equipment, vehicles, and computers when they reach the end of their useful lives. The reserve will be maintained at a rate of 100% of accumulated depreciation (calculated at replacement cost) of the existing equipment.

- Maintain a reserve for funding the replacement costs of Recreation Fund existing equipment, vehicles, and computers when they reach the end of their useful lives. The reserve will be maintained at a rate of 100% of accumulated depreciation (calculated at replacement cost) of the existing equipment.

- Maintain a reserve for funding a dock replacement fund. The reserve will be maintained at a rate of 100% of accumulated depreciation of the current docks.

- Maintain a reserve for funding the maintenance and improvement projects for the Par 3 clubhouse and golf course, and tennis centers.

- Maintain a commitment of fund balance in the General Fund for payment of the liability related to compensated absences. This commitment will be funded at a rate of 100% of the fiscal year end accrued balance.

Budget Preparation Process

The accounting policies and reporting practices of the Town conform to generally accepted accounting principles as applicable to governments. The Governmental Accounting Standards Board (GASB) is the accepted standard-setting body for establishing governmental accounting and financial reporting principles. The following is a summary of significant policies and practices.

Financial Reporting Entity

For financial reporting purposes, management has defined the reporting entity in accordance with criteria set forth in generally accepted accounting principles. The basic criterion for including a potential component unit within the reporting entity is the governing body's ability to exercise oversight responsibility. The most significant manifestation of this ability is financial interdependency. Other manifestations of the ability to exercise oversight responsibility include, but are not limited to, the selection of governing authority, the designation of management, the ability to significantly influence operations, and accountability for fiscal matters. A second criterion used in evaluating potential component units is the scope of public service. Application of this criterion involves considering whether the activity benefits the government and/or its citizens, or whether the activity is conducted within the geographic boundaries of the government and is generally available to its citizens. A third criterion used to evaluate potential component units for inclusion or exclusion from the reporting entity is the existence of special financing relationships, regardless of whether the government is able to exercise oversight responsibilities. Based upon the application of these criteria, the following is a brief review of each potential component unit addressed in defining the Town's reporting entity.

Included within the reporting entity:
The Town of Palm Beach Employees' Retirement System

The Town and the Systems' participants are obligated to fund the costs based upon actuarial valuations. The Employee's Retirement Board recommends and the Town Council is authorized to establish benefit levels and to approve the actuarial assumptions used in the determination of contribution levels.

Excluded from the reporting entity:
East Central Regional Wastewater Treatment Facility ("Facility")

The Town participates in an interlocal agreement with Palm Beach County and the Cities of West Palm Beach, Riviera Beach and Lake Worth to provide wastewater treatment. The facility is governed by a Board of Directors comprised of one member from each participating entity. The Board of Directors has the authority to accept and disburse funds, approve an annual budget, transact business, enter into contracts and decide all other matters related to the Facility. The Town reimburses the Facility based upon usage and also provides funds for renewal and replacement costs. The Town does not exercise significant oversight responsibility nor can the Town significantly influence the Facility's operations and, therefore, the Facility has not been included as part of the reporting entity.

Basis of Accounting

Basis of accounting refers to when revenues and expenditures or expenses are recognized in the accounts and reported in the financial statements. Basis of accounting relates to the timing of the measurements made, regardless of the measurement focus applied.

All Governmental Funds are accounted for using the modified accrual basis of accounting. Their revenues are recognized in the period in which they become susceptible to accrual that is when they become measurable and available to pay liabilities of the current period.

Property taxes, utility and franchise taxes, intergovernmental revenues and charges for services are susceptible to accrual when collected in the current year or within sixty days subsequent to September 30th, provided that amounts received pertained to billings through the fiscal year just ended. Further, property taxes are recognized as revenue in the fiscal year for which they are levied. Investment earnings are recorded as earned since they are measurable and available. Permits, fines, forfeitures and contributions are not susceptible to accrual because, generally, they are not measurable until received in cash. Revenues collected in advance of the year to which they apply are recorded as deferred revenues.

Expenditures under the modified accrual basis of accounting are generally recognized when the related fund liability is incurred and expected to be liquidated with available resources. Exceptions to this general rule include principal and interest on general long-term debt which are recognized when due.

All Proprietary Fund types and the Pension and Nonexpendable Trust Funds are accounted for using the accrual basis of accounting. Revenue is recognized when earned, and expenses are recognized when they are incurred.

The Agency Funds are custodial in nature and do not involve measurement of results of operations. They are accounted for under the modified accrual basis of accounting. Assets and liabilities are recognized on the modified accrual basis.

Budget Basis

The budgets of general government type funds are prepared on a modified accrual basis. Briefly, this means that obligations of the Town are budgeted as expenses, but revenues are recognized only when they are actually received. Unencumbered appropriations lapse at fiscal year end.

The enterprise funds, on the other hand, are budgeted on a full accrual basis. Not only are expenditures recognized when a commitment is made but revenues are also recognized when they are obligated to the town.

The Comprehensive Annual Financial Report (CAFR) shows the status of the Town's finances on the basis of "generally accepted accounting principles" (GAAP) and fund expenditures/revenues on both a GAAP basis and budget basis for comparison purposes.

Budgets and Budgetary Requirements

The Town follows these procedures in establishing the budgetary data reflected in the financial statements:

- Under the Laws of the State of Florida and the Town Code, prior to July 31, the Town Manager submits to the Mayor and Town Council a proposed Annual Budget and Financial Plan for the fiscal year, commencing the following October 1st. The Annual Budget and Financial Plan is prepared by fund, function and activity and includes proposed expenditures and the means of financing them.

- Two Public hearings are conducted to obtain taxpayer comments.

- Prior to October 1st, the budget is legally enacted by the Town Council through passage of a resolution.

- Encumbrance accounting, under which purchase orders, contracts, and other commitments for the expenditure of monies are recorded in order to reserve that portion of the applicable appropriation, is employed as an extension of formal budgetary control in the General Fund and Capital Projects Funds. On a Non-GAAP budgetary basis, encumbrances are recorded as expenditures of the current year. On a GAAP basis, encumbrances at year-end are reported as reservations of fund balance for subsequent-year expenditures.

- Budgets are adopted each fiscal year for the General, Debt Service, Capital Projects, Enterprise, Internal Service, and Trust Funds. Budgets are adopted on a basis consistent with generally accepted accounting principles except that budgetary comparisons for the General Fund and Capital Projects include encumbrances as expenditures.

- All annual unencumbered appropriations lapse at fiscal year end.

- Changes or amendments to the budgeted amounts at the fund level must be approved by Ordinance by the Town Council; however, changes within a function or activity may be approved at the administrative level.

Truth in Millage (Trim)

The budget and property tax rate adoption process is governed by the State Statute known as TRIM (truth in millage). In Florida, properties are assessed by the County Property Appraiser and property taxes are collected by the County Tax Collector. Property owners are eligible to receive a homestead exemption of $50,000 on their principal place of residence. All property is assessed at 85% of market value.

By State Law, the Town is required to hold two public hearings for adoption of a property tax rate and budget. The first public hearing is advertised by the Property Appraiser's mailing to each property owner a TRIM notice. In addition to notification of this first public hearing the TRIM notice contains the following information:

- The new assessed value and the assessed value for the prior year and any exemptions on the property;

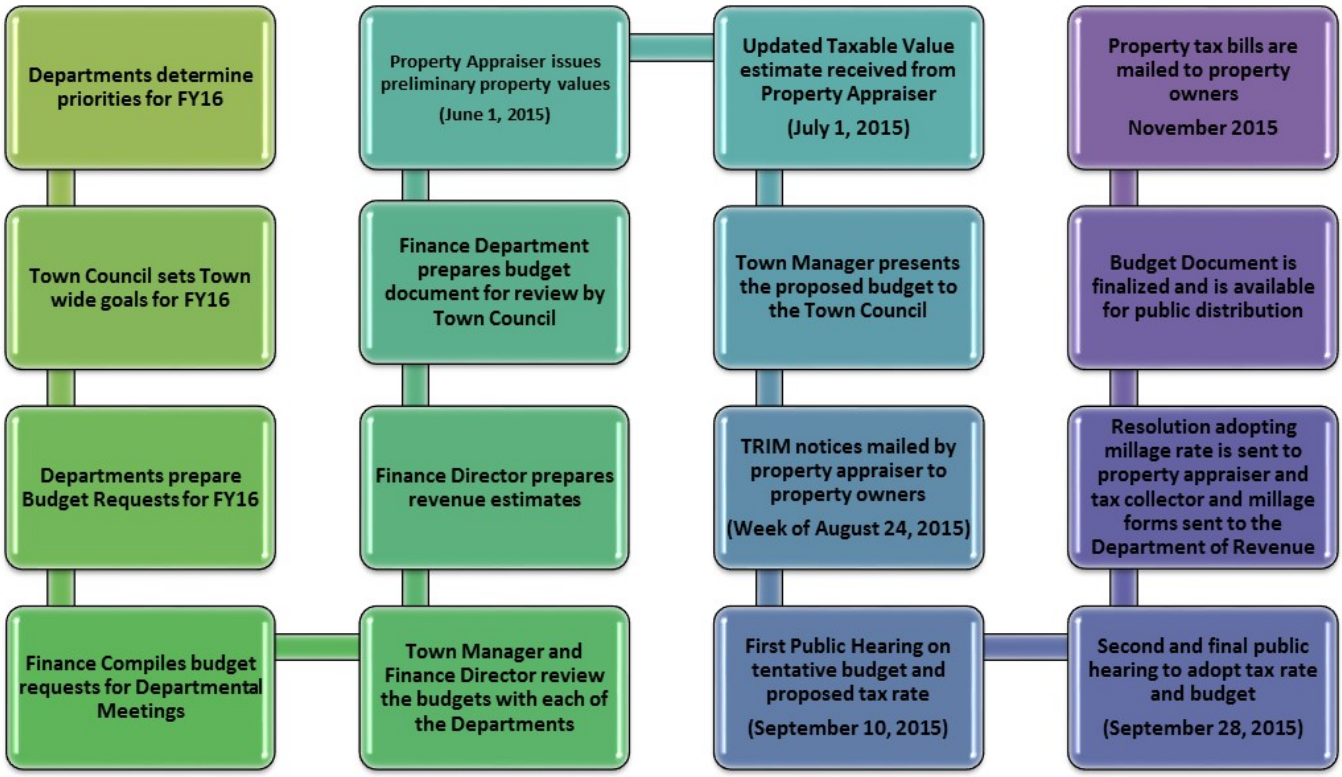
- The prior year property taxes;

- The tax bill if the rolled-back rate is levied for the new year (the rolled-back rate is that property tax rate which would derive the same amount of revenue based on the new assessed values as was raised in the prior year at the old assessed values); and

- The property tax bill if the proposed budget is adopted.

The second public hearing is advertised by means of a newspaper advertisement which must be published not more than 5 days but not less than 2 days prior to the second public hearing. Accompanying this advertisement is a summary of the revenues and expenditures contained within the budget tentatively approved at the first public hearing.

Flow Chart of Budget Process



FY2016 Approved Budget Calendar

Task	Date
Finance to distribute FY16 Budget instructions	03/02/2015
Submit initial CIP request forms to Public Works	03/16/2015
Department's Budget Requests and Public Works CIP requests to Finance	04/13/2015
Town Council Meeting – Discussion of Long Term Financial Plan and Adoption of the FY16 Budget Priorities	**04/14/2015**
Town Manager's Review of Information Systems Budget	04/21/2015
Town Manager's Review of Fire-Rescue Budget	04/23/2015
Town Manager's Review of Recreation Enterprise Fund Budget	04/22/2015
Town Manager's Review of Police Budget	04/24/2015
Town Manager's Review of Planning, Zoning and Building Budget	05/1/2015
Town Manager's Review of Public Works, Capital, and Coastal Budgets	05/14/2015GF 5/21/15-CIP/ Coastal
Town Manager's Review of Human Resources Budget (Health and OPEB)	05/20/2015

Task	Date
Town Manager's Review of Town Manager, Risk Insurance, and Finance Budgets	05/27/2015
Final Budget Document Pages Returned to Finance	06/8/2015
Property Appraiser Issues Preliminary Property Values	06/1/2015
Town Manager's Additional Review of Department Budgets (As Needed) - Town Manager review of Revenue Estimates with Finance Director	June 2015
Notice from Property Appraiser of Preliminary Certification of Taxable Value	07/01/2015
Distribution of Proposed FY16 Budget Document	07/10/2015
Special Town Council Meeting to Consider Proposed FY16 Budget and Initial Resolutions(s) Adopting Special Non-Ad Valorem Assessments	**07/16/2015**
Notice of Proposed Property Taxes is mailed from Palm Beach Property Appraiser	Week of August 17
Town Council Meeting – First Public Hearing to Approve Tentative Budget and Proposed Tax Rate for FY16 and Final Resolution(s) Adopting Special Non-Ad Valorem Assessments	**09/10/2015 5:01PM**
Town Council Meeting – Second Public Hearing to Adopt FY16 Budget and Tax Rate	**09/28/2015 5:01PM**
Resolution Adopting Final Millage Rate is Forwarded to Property Appraiser and Tax Collector and Certificate of Compliance sent to Department of Revenue	10/01/2015

January 2015

S	M	T	W	TH	F	S
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

February 2015

S	M	T	W	TH	F	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28

March 2015

S	M	T	W	TH	F	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

April 2015

S	M	T	W	TH	F	S
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30		

May 2015

S	M	T	W	TH	F	S
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

June 2015

S	M	T	W	TH	F	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30				

July 2015

S	M	T	W	TH	F	S
			1	2	3	4
5	6	**7**	8	**9**	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

August 2015

S	M	T	W	TH	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

September 2015

S	M	T	W	TH	F	S
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30			

October 2015

S	M	T	W	TH	F	S
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

November 2015

S	M	T	W	TH	F	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30					

December 2015

S	M	T	W	TH	F	S
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		

Description of Funds and Fund Types

For accounting purposes a state or local government is not treated as a single, integral entity. Rather, a government is viewed instead as a collection of smaller, separate entities known as "funds". The Governmental Accounting Standards Board's (GASB) *Codification of Governmental Accounting and Financial Reporting Standards (Codification*), Section 1300, defines a fund as:

> A fiscal and accounting entity with a self-balancing set of accounts recording cash and other financial resources, together with all related liabilities and residual equities or balances, and changes therein, which are segregated for the purpose of carrying on specific activities or attaining certain objectives in accordance with special regulations, restrictions, or limitations.

All of the funds used by a government must be classified into one of seven "fund types." Four of these fund types are used to account for a state or local government's "governmental-type" activities and are known as "governmental funds". Two of these fund types are used to account for a government's "business-type" activities and are known as "proprietary funds". Finally, the seventh fund type is reserved for a government's "fiduciary activities".

Governmental Funds

Four fund types are used to account for governmental-type activities. These are the general fund, special revenue funds, debt service funds, and capital projects funds.

General Fund

The General Fund is used to account for most of the day-to-day operations of the Town, which are financed from property taxes, fees, licenses, permits, fines and forfeitures, intergovernmental and other general revenue. There can only be one general fund. Activities financed by the General Fund include the following:

General Government
Includes expenditures for Compensated Absences and other Town-wide items.

Legislative
Includes expenditures for the Mayor and Town Council.

Town Manager
The budget of the Town Manager includes expenditures for administrative expenses relating to the Town Manager's Office, Advice and Litigation expenses for the Town Attorney and outside counsel and Information Systems.

Human Resources
The Human Resources Department is responsible for the recruitment, screening, and selection of employees to serve the Town. The Department is also responsible for employee benefits administration and compensation analysis. The Town's Occupational Health Clinic is operated under this Department. The Human Resources Director is also the Plan Administrator for the Town's General Employee Retirement System.

Finance
The Finance Department is responsible for the administration, development and monitoring of the operating and capital budgets, preparation of the comprehensive financial reports, investments, debt management, cash management, and the maintenance of accurate financial reporting systems to meet all of the Town needs. The Department also is responsible for the operation and management of the purchasing, payroll and accounts payable functions.

In FY05, the Town Clerk's Office became a division of the Finance Department. The Town Clerk's Office is responsible for the records of the Town as well as conducting elections held within the Town. The Department also processes permits for charitable solicitations, special events, commercial motion picture-making, going-out-of-business sales, and door-to-door solicitations.

Planning, Zoning and Building
The Planning, Zoning and Building Department is responsible for zoning changes and the issuance of permits for building, mechanical, plumbing, electrical, gas, energy, and coastal construction. The Department also assists residents, businesses, and the construction industry in code compliance. The Department strives to preserve the aesthetic, historical, and economic values of Palm Beach.

Fire-Rescue
The Fire-Rescue Department provides fire suppression, fire prevention education, rescue and emergency medical care and ocean rescue functions to the citizens and visitors to the Town. The Department conducts education programs on injury, heart attack and stroke prevention.

Police
The Police Department is responsible for the prevention of crime, preservation of peace, enforcement of laws and ordinances. This is accomplished through the patrol services, organized crime, vice and narcotics (OCVAN), crime scene/evidence, parking control enforcement and communications.

Public Works
The Public Works Department is responsible for the repair, maintenance, and cleaning of streets within the Town, the maintenance of storm sewers and sanitary sewers, the collection and disposal of residential and commercial garbage and yard trash, beach cleaning, the maintenance of the Town parks and buildings, coastal management, and providing the general engineering services for the Town.

Other
Under this classification are expenditures relating to the Four Arts Library, disaster response expenditures and contingent appropriations.

Transfers to other Funds
This classification includes transfers to the capital, risk insurance, OPEB Trust, and debt service funds.

Special Revenue Funds

Special Revenue Funds are used to account for revenues derived from specific taxes or other earmarked revenue sources which, by law, are designated to finance particular

functions or activities of government and which therefore cannot be diverted to other uses. The Town has the following special revenue funds for which an annual budget is not adopted:

- (101) State Forfeiture Fund - Accounts for State confiscated property through the Police Department per Florida State Statutes Section 932.

- (102) Federal Forfeiture Fund - Accounts for federally confiscated property through the Police Department. An annual report is submitted to the United States Department of Justice by November 30th of each year.

- (103) Donations Fund - The Town of Palm Beach receives substantial donations each year from its residents. Most donations are earmarked for specific departments and/or purposes.

- (110) Grant Fund – Accounts for grants received by the Town.

- (120) Underground Utility Assessment Fund – Accounts for assessment projects relating to undergrounding utilities in various assessment areas in the Town.

- (121) Special Assessment Maintenance Fund – Accounts for the non-capitalized expenses related to the assessment districts.

Debt Service Funds

The Debt Service Funds are used to account for the payment of interest and principal on general and special obligation debts other than those payable from special assessments and debt issued for and serviced by a governmental enterprise. The sources of revenues in these funds are transfer of non-ad valorem revenue from the General Fund and transfers of assessment revenue from the Worth Avenue Assessment Area Improvement Fund.

- (205)Revenue Bond Series 2010A and 2013 – This fund accounts for the debt service for the accelerated capital improvement program.
- (206)Revenue Bond Series 2010B – This fund accounts for the debt service for the Worth Avenue Special Assessment District Construction Project.

Capital Projects Funds

The Capital Projects Funds account for all resources used for the acquisition and/or construction of capital infrastructure by the Town except those financed by Enterprise and Internal Service Funds. The sources of revenue in these funds are revenue bonds, transfers from other funds and grants.

- (307) Capital Improvement Fund - This fund accounts for various construction projects undertaken by the Town. Any unexpended amounts at fiscal year-end, are rolled over to the new fiscal year. A five year Capital plan is presented during the budget process, of which only the first year is adopted by the Town Council. This fund is financed on a pay-as-you go basis from the General Fund.
- (309) Comprehensive Coastal Management Plan (CCMP) Construction Fund - This fund was created during Fiscal Year 2000 to account for the Beach Restoration Project construction costs financed with proceeds from the 2000 Revenue Bond.

- (310) Town Facilities Project Fund - This fund was created during Fiscal Year 2003 to account for the construction costs of the new Central Fire-Rescue station and the renovation of Town Hall.
- (311) Worth Avenue Assessment Area Improvement Fund - This fund was created during Fiscal Year 2010 to account for pre-construction and ongoing maintenance costs for Worth Avenue Improvements.
- (314) 2013 Accelerated Capital Fund – This fund was established with the proceeds from the 2013 Bond Issue for the second phase of the Accelerated Capital Improvement Program.

Proprietary Funds

Two fund types are used to account for a government's business-type activities (activities that receive a significant portion of their funding through user fees). These are the enterprise funds and the internal service funds.

Enterprise Funds

Enterprise Funds are used to account for operations that are financed and operated in a manner similar to private business enterprises; where the intent of the government's board is that the costs of providing goods and services to the general public on a continuing basis are financed or recovered primarily through user charges; or where the government's board has decided that periodic determination of net income is appropriate for accountability purposes.

- (403) Recreation Enterprise Fund - This fund was created in FY2004 and comprises of all recreation activities in the Town. These include: Golf, Tennis, Recreation activities and Marina services. The fund also includes capital projects and the equipment replacement program for the enterprise fund.

Internal Service Funds

Internal Service Funds are used to account for the financing of goods or services provided by one department or agency of a government to other department or agencies on a cost reimbursement basis. Accounting for Internal Service Funds as a proprietary fund type is designed to accumulate the total cost (including depreciation) of providing a particular service. Costs for services are reimbursed by the departments or agencies to which the services are provided.

- (501) Risk Management Self Insurance Fund - This fund was established to account for the Town's Property, Liability and Worker's Compensation Insurance costs. Monthly funding transfers are made from the General Fund to the Risk Fund.

- (502) Health Insurance Self Insurance Fund - This fund was established to account for the Town's health insurance costs which include medical, dental, life, long-term disability accidental death/dismemberment and supplemental life insurance. Monthly funding transfers are made from the General Fund to the Health Fund.

- (320) Equipment Replacement Fund - This reserve was established to fund the replacement cost of existing equipment, vehicles and computers when they reach the end of their useful lives. The reserve has significantly reduced the budgetary fluctuations due to purchases of equipment and established the fixed asset inventory and depreciation schedule required by GASB 34.

Fiduciary Funds

These funds are used when a government holds or manages financial resources in an agent or fiduciary capacity. This single type is subdivided into four "sub-fund types" to account for various types of fiduciary obligations. These are the pension trust fund, nonexpendable trust fund, expendable trust fund, and agency funds.

Pension Trust Funds

Pension trust funds are used when governments manage pension plans. The sources of revenues in these funds are transfers from other funds, interest earnings and employee contributions.

- (600) Employees Retirement Fund - This fund accounts for the Town's defined benefit retirement program for General, Lifeguard, Police Officers and Firefighter employees.

- (610) Other Post Employment Benefits (OPEB) Trust Fund - This fund was established by Ordinance 9-06 to fund the portion of health care benefits paid by the Town for retirees.

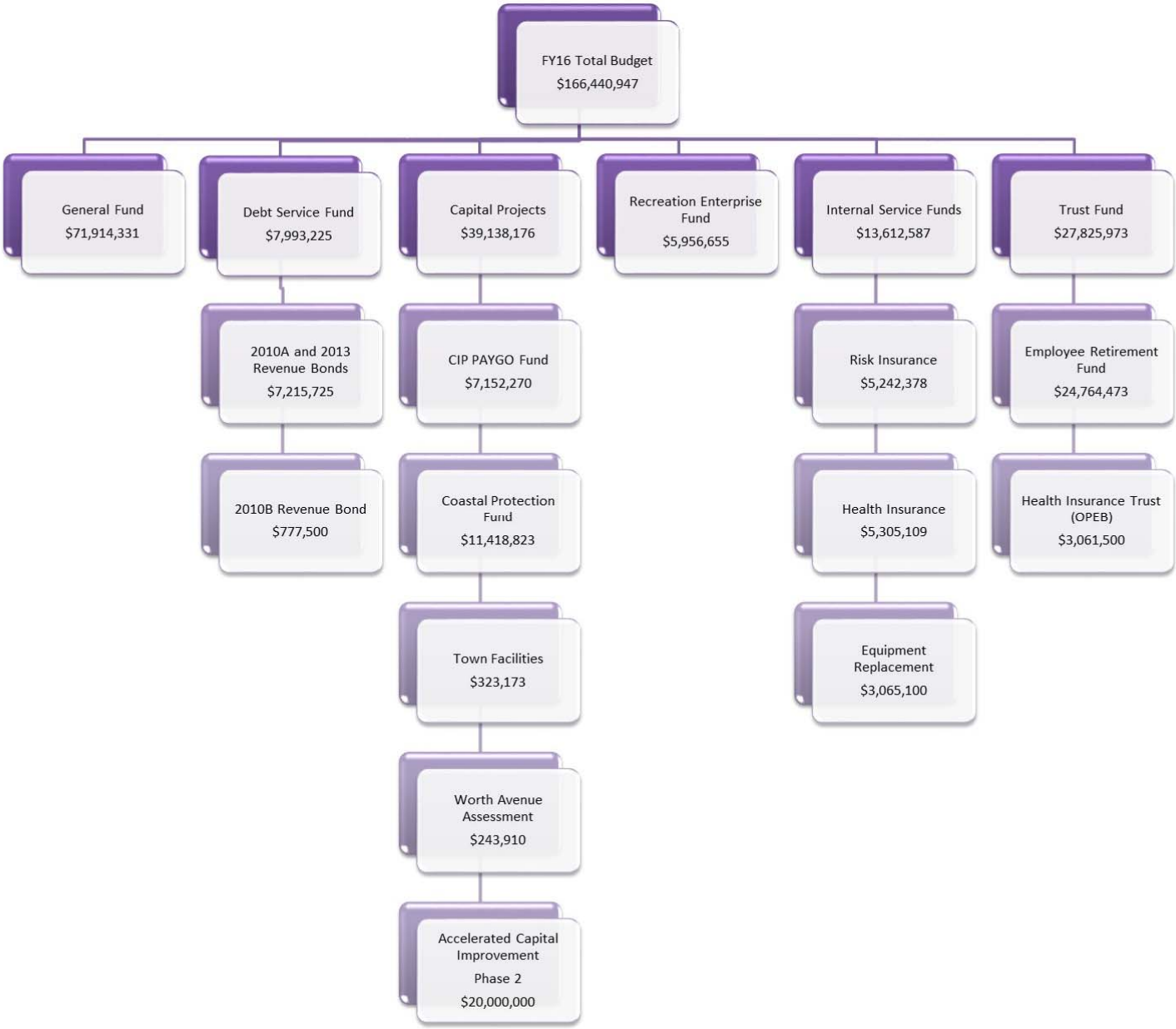
Non-Expendable and Expendable Trust Funds

These consist of resources received from non-Town sources and held by the Town as trustee to be expended or invested in accordance with the conditions of the trust. In a non-expendable trust, the government typically is only permitted to spend the investment earnings and not the assets. The Town does not have non-expendable and expendable trust funds at the present time.

Agency Funds

Trust funds typically involve some degree of financial management. Agency funds are used when the government plays a more limited role by just collecting funds on behalf of a third party. The Town does not have an Agency Fund at the present time.

Fund Budget Overview



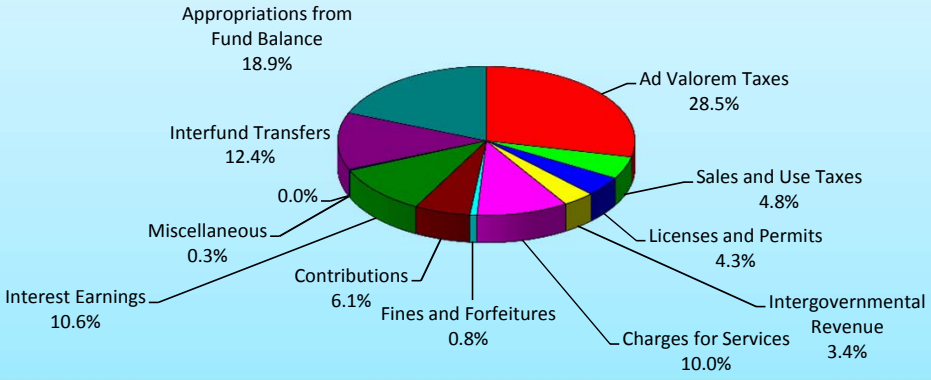
FY 16 Budget Summary by Fund Type, Revenues and Expenditures

	General	Debt Service	Capital Projects	Enterprise	Internal Service	Trust & Agency	Totals
Revenues							
Ad Valorem Taxes	$47,131,000	$0	$0	$0	$0	$0	$47,131,000
Non Ad Valorem Taxes	8,005,000	0	0	0	0	0	8,005,000
Licenses and Permits	7,103,320	0	0	0	0	0	7,103,320
Intergovernmental	1,135,537	0	4,530,000	0	0	0	5,665,537
Charges for Services	3,867,388	0	0	5,693,000	6,908,519	0	16,468,907
Fines and Forfeitures	1,284,000	0	0	0	0	0	1,284,000
Contributions	0	0	0	0	0	10,023,424	10,023,424
Interest Earnings	700,000	1,500	169,603	6,400	159,866	16,527,549	17,564,918
Miscellaneous	323,500	0	10,000	0	45,000	95,000	473,500
Special Assessments	0	777,000	233,710	0	0	0	1,010,710
Interfund Transfers	785,000	7,200,725	9,368,393	0	1,934,595	1,180,000	20,468,713
Subtotal	70,334,745	7,979,225	14,311,706	5,699,400	9,047,980	27,825,973	135,199,029
Appropriations from Fund Balance	1,579,586	14,000	24,826,470	257,255	4,564,607	0	31,241,918
Total Revenues	$71,914,331	$7,993,225	$39,138,176	$5,956,655	$13,612,587	$27,825,973	$166,440,947
Expenditures							
Salaries and Wages	$24,950,912	$0	$108,973	$1,354,113	$175,011	$114,073	$26,703,082
Employee Benefits	14,227,724	0	45,365	589,342	5,243,386	2,075,629	22,181,446
Contractual	8,931,123	0	255,910	1,400,150	1,621,270	18,994,772	31,203,225
Commodities	1,774,239	0	2,400	341,550	5,062	300	2,123,551
Capital Outlay	237,274	0	35,939,533	163,100	1,354,100	0	37,694,007
Depreciation	2,107,319	0	0	834,000	2,758	0	2,944,077
Debt Service	0	7,976,725	0	204,100	0	0	8,180,825
Interfund Transfers	18,425,277	0	1,054,336	785,000	1,211,000	0	21,475,613
Other	1,260,463	16,500	208,000	285,300	4,000,000	0	5,770,263
Subtotal	71,914,331	7,993,225	37,614,517	5,956,655	13,612,587	21,184,774	158,276,089
Transfer to Fund Balance/Retained Earnings	0	0	1,523,659	0	0	6,641,199	8,164,858
Total Expenditures	$71,914,331	$7,993,225	$39,138,176	$5,956,655	$13,612,587	$27,825,973	$166,440,947

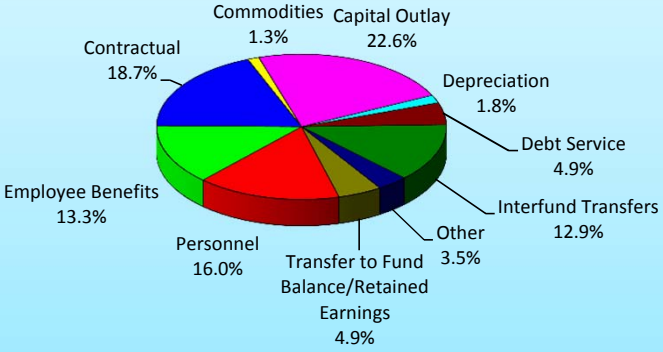
Financial Ratios

	General	Debt Service	Capital Projects	Enterprise	Internal Service	Trust & Agency	Total
Ad Valorem Taxes as percentage of total fund budget	65.54%	0.00%	0.00%	0.00%	0.00%	0.00%	28.32%
Ad Valorem Taxes per capita (8,170 population)	$5,769	$0	$0	$0	$0	$0	$5,769
Total expenditures per capita (8,170 population)	$8,802	$978	$4,790	$729	$1,666	$3,406	$20,372
Personnel as a percentage of the total budget	34.70%	0.00%	0.28%	22.73%	1.29%	0.41%	16.04%
Capital expenditures as percentage of total fund budget	0.33%	0.00%	91.83%	2.74%	9.95%	0.00%	22.65%
Capital expenditures per capita (8,170 population)	$29	$0	$4,399	$20	$166	$0	$4,614

FY16 Budget by Revenue Type
All Funds



FY16 Budget by Expenditure Classification
All Funds



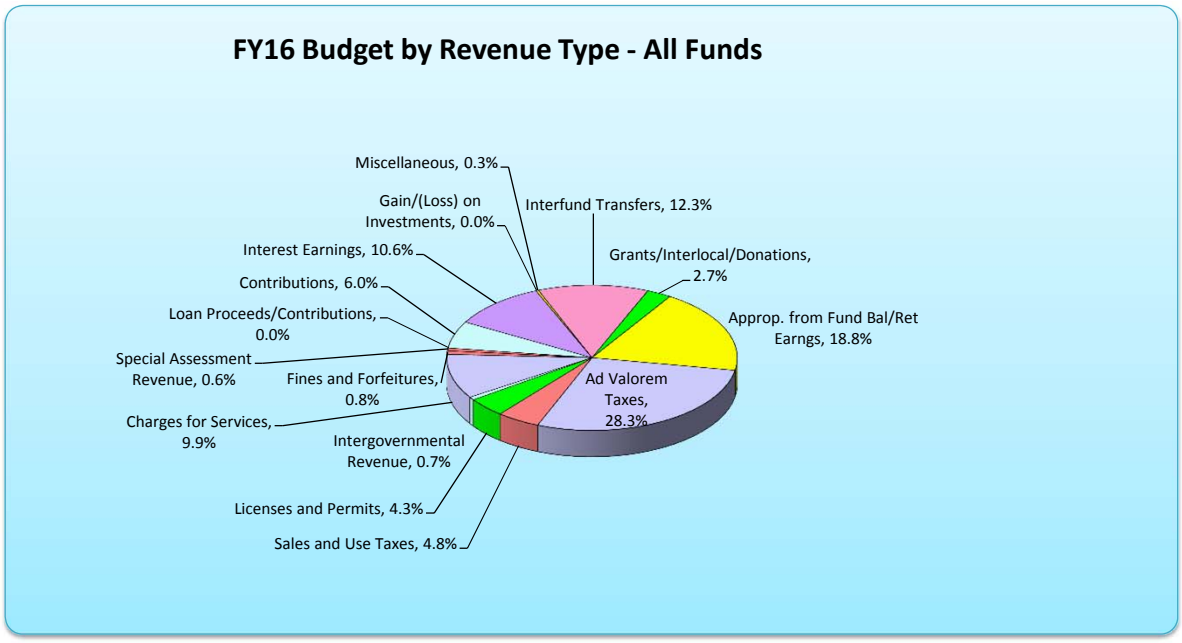
Summary of Major Revenues by Fund Type
FY16 Budget

Description	FY2013 Actual	FY2014 Actual	FY2015 Budget	FY2015 Projected	FY2016 Budget	FY16 Budget to FY15 Budget % Variance	FY2016 % of Total
General Fund							
Ad Valorem Taxes	$37,473,107	$39,110,926	$43,424,300	$43,858,543	$47,131,000	8.54%	65.54%
Sales and Use Taxes	8,100,649	8,648,808	7,937,500	7,808,698	8,005,000	0.85%	11.13%
Licenses and Permits	6,959,778	7,401,315	6,835,600	8,981,274	7,103,320	3.92%	9.88%
Intergovernmental Revenue	986,853	1,056,503	1,079,750	1,114,684	1,135,537	5.17%	1.58%
Charges for Services	3,576,155	3,741,185	3,573,600	3,813,785	3,867,388	8.22%	5.38%
Fines and Forfeitures	1,530,787	1,924,183	1,210,000	1,282,000	1,284,000	6.12%	1.79%
Interest Earnings	32,425	383,727	578,694	481,516	700,000	20.96%	0.97%
Miscellaneous	573,619	664,107	221,000	145,400	323,500	46.38%	0.45%
Interfund Transfers	885,000	885,000	885,000	885,000	785,000	-11.30%	1.09%
Subtotal	60,118,373	63,815,754	65,745,444	68,370,900	70,334,745	6.98%	97.80%
Appropriations from Fund Balance	0	1,471,382	1,549,900	6,338,716	1,579,586	1.92%	2.20%
Total General Fund	$60,118,373	$65,287,136	$67,295,344	$74,709,616	$71,914,331	6.86%	100.00%
Debt Service Funds							
Interest Earnings	243	72	1,500	200	1,500	0.00%	0.02%
Special Assessments	0	740,212	775,000	738,000	777,000	0.00%	9.72%
Miscellaneous	5,538	0	0	0	0	0.00%	0.00%
Interfund Transfers	4,407,800	6,624,949	7,036,813	7,036,813	7,200,725	2.33%	90.09%
Subtotal	4,413,581	7,365,233	7,813,313	7,775,013	7,979,225	2.12%	99.82%
Appropriations from Fund Balance	0	0	187,612	213,003	14,000	-92.54%	0.18%
Total Debt Service Funds	$4,413,581	$7,365,233	$8,000,925	$7,988,016	$7,993,225	-0.10%	100.00%
Capital Projects Funds							
Interest Earnings	39,525	242,330	245,370	497,150	169,603	-30.88%	0.43%
Grants/Interlocal/Donations	51,126	343,894	850,000	572,000	4,530,000	432.94%	11.57%
Special Assessment Revenue	1,002,510	260,980	222,925	267,000	233,710	4.84%	0.60%
Loan Proceeds/Contributions	10,000	10,000	10,000	582,500	0	-100.00%	0.00%
Miscellaneous	116,802	14,688	0	0	10,000	0.00%	0.03%
Interfund Transfers	5,965,099	26,408,913	6,002,000	4,505,000	9,368,393	56.09%	23.94%
Subtotal	7,185,062	27,280,805	7,330,295	6,423,650	14,311,706	95.24%	36.57%
Appropriations from Fund Balance	6,627,967	0	66,552,040	33,688,587	24,826,470	-62.70%	63.43%
Total Capital Projects Funds	$13,813,029	$27,280,805	$73,882,335	$40,112,237	$39,138,176	-47.03%	100.00%
Enterprise Funds							
Charges for Services	$6,373,073	$5,254,951	$5,253,400	$5,464,773	$5,693,000	8.37%	95.57%
Interest Earnings	1,840	14,615	6,400	13,900	6,400	0.00%	0.11%
Grants/Interlocal/Donations	0	0	0	0	0	0.00%	0.00%
Interfund Transfers	0	1,250,000	0	0	0	0.00%	0.00%
Miscellaneous	18,577	23,493	0	8,500	0	0.00%	0.00%
Subtotal	6,393,490	6,543,059	5,259,800	5,487,173	5,699,400	8.36%	95.68%
Appropriations from Retained Erngs.	0	0	453,821	41,761	257,255	-43.31%	4.32%
Total Enterprise Funds	$6,393,490	$6,543,059	$5,713,621	$5,528,934	$5,956,655	4.25%	100.00%
Internal Service Funds							
Interest Earnings	-$22,993	$152,068	$121,500	$171,500	$159,866	31.58%	1.17%
Miscellaneous	$1,345,927	$550,345	$30,000	$806,000	$45,000	50.00%	0.33%
Interfund Transfers	$0	$0	$1,925,362	$0	$1,934,595	0.48%	14.21%
Charges for Services	8,656,780	8,702,436	6,649,102	8,560,264	6,908,519	3.90%	50.75%
Subtotal	9,979,714	9,404,849	8,725,964	9,537,764	9,047,980	3.69%	66.47%
Appropriations from Retained Erngs.	0	2,460,839	6,370,816	120,124	4,564,607	-28.35%	33.53%
Total Internal Service Funds	$9,979,714	$11,865,688	$15,096,780	$9,657,888	$13,612,587	-9.83%	100.00%
Trust & Agency Funds							
Intergovernmental Revenue	$0	$0	$0	$0	$0	0.00%	0.00%
Interest Earnings	1,760,003	1,208,970	18,550,000	7,571,500	16,527,549	-10.90%	59.40%
Gain/Loss on Investments	25,197,088	16,046,598	0	0	0	0.00%	0.00%
Charges for Services	3,160,128	0	0	0	0	0.00%	0.00%
Miscellaneous	585,086	271,413	750,000	705,000	95,000	-87.33%	0.34%
Contributions	4,720,918	14,826,471	7,470,852	15,079,053	10,023,424	34.17%	36.02%
Interfund Transfers	0	1,506,000	1,577,000	1,577,000	1,180,000	-25.17%	4.24%
Subtotal	35,423,223	33,859,452	28,347,852	24,932,553	27,825,973	-1.84%	100.00%
Appropriations from Fund Balance	0	0	0	0	0	0.00%	0.00%
Total Trust & Agency Funds	$35,423,223	$33,859,452	$28,347,852	$24,932,553	$27,825,973	-1.84%	100.00%

Summary of Major Revenues by Fund Type
FY16 Budget

Description	FY2013 Actual	FY2014 Actual	FY2015 Budget	FY2015 Projected	FY2016 Budget	FY16 Budget to FY15 Budget % Variance	FY2016 % of Total
All Funds							
Ad Valorem Taxes	$37,473,107	$39,110,926	$43,424,300	$43,858,543	$47,131,000	8.54%	28.32%
Sales and Use Taxes	8,100,649	8,648,808	7,937,500	7,808,698	8,005,000	0.85%	4.81%
Licenses and Permits	6,959,778	7,401,315	6,835,600	8,981,274	7,103,320	3.92%	4.27%
Intergovernmental Revenue	986,853	1,056,503	1,079,750	1,114,684	1,135,537	5.17%	0.68%
Charges for Services	21,766,136	17,698,572	15,476,102	17,838,822	16,468,907	6.42%	9.89%
Fines and Forfeitures	1,530,787	1,924,183	1,210,000	1,282,000	1,284,000	6.12%	0.77%
Special Assessment Revenue	1,002,510	1,001,192	997,925	1,005,000	1,010,710	1.28%	0.61%
Loan Proceeds/Contributions	10,000	10,000	10,000	582,500	0	-100.00%	0.00%
Contributions	4,720,918	14,826,471	7,470,852	15,079,053	10,023,424	34.17%	6.02%
Interest Earnings	1,811,043	2,001,782	19,503,464	8,735,766	17,564,918	-9.94%	10.55%
Gain/(Loss) on Investments	25,197,088	16,046,598	0	0	0	0.00%	0.00%
Miscellaneous	2,645,549	1,524,046	1,001,000	1,664,900	473,500	-52.70%	0.28%
Interfund Transfers	11,257,899	36,674,862	17,426,175	14,003,813	20,468,713	17.46%	12.30%
Grants/Interlocal/Donations	51,126	343,894	850,000	572,000	4,530,000	432.94%	2.72%
Approp. from Fund Bal/Ret Earngs	6,627,967	3,932,221	75,114,189	40,402,191	31,241,918	-58.41%	18.77%
Total All Funds	$130,141,410	$152,201,373	$198,336,857	$162,929,244	$166,440,947	-16.08%	100.00%

This table summarizes by fund type, the major revenue categories indicating category percentages of total fund revenues and percent of change from the prior year.

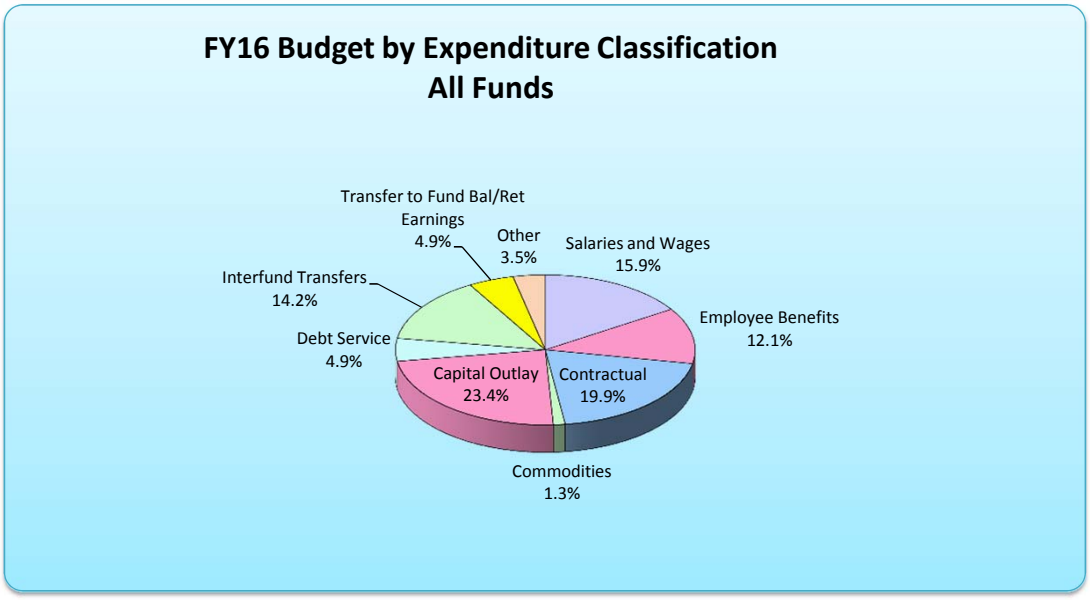


Summary of Expenditure Classifications by Fund Type
FY16 Budget

Description	FY2013 Actual	FY2014 Actual	FY2015 Budget	FY2015 Projected	FY2016 Budget	FY16 Budget to FY15 Budget % Variance	FY2016 of % of Total
General Fund							
Salaries and Wages	$22,943,977	$23,152,234	$24,927,999	$24,248,527	$24,950,912	0.09%	34.70%
Employee Benefits	$11,105,892	$14,313,554	$13,576,525	$15,063,848	$14,227,724	4.80%	19.78%
Contractual	7,227,726	9,491,442	8,565,388	10,996,731	8,931,123	4.27%	12.42%
Commodities	1,574,948	1,633,364	1,753,846	1,754,547	1,774,239	1.16%	2.47%
Capital Outlay	62,775	219,961	59,200	68,905	237,274	300.80%	0.33%
Interfund Transfers	12,926,879	14,300,000	17,196,806	20,402,362	20,532,596	19.40%	28.55%
Other	2,259,958	2,176,581	1,215,580	2,174,696	1,260,463	3.69%	1.75%
Subtotal	58,102,155	65,287,136	67,295,344	74,709,616	71,914,331	6.86%	100.00%
Transfer to Fund Balance	2,016,218	0	0	0	0	0.00%	0.00%
Total General Fund	$60,118,373	$65,287,136	$67,295,344	$74,709,616	$71,914,331	6.86%	100.00%
Debt Service Funds							
Debt Service	$4,397,494	$5,842,717	$7,983,425	$7,982,456	$7,976,725	-0.08%	99.79%
Other	3,800	1,310	16,500	5,560	16,500	0.00%	0.21%
Interfund Transfers	0	0	0	0	0	0.00%	0.00%
Subtotal	4,401,294	5,844,027	7,999,925	7,988,016	7,993,225	-0.08%	100.00%
Transfer to Fund Balance	12,287	1,521,206	1,000	0	0	-100.00%	0.00%
Total Debt Service Funds	$4,413,581	$7,365,233	$8,000,925	$7,988,016	$7,993,225	-0.10%	100.00%
Capital Projects Funds							
Capital Outlay	$12,833,229	$12,800,866	$72,717,522	$37,716,997	$36,352,181	-50.01%	92.88%
Interfund Transfers	979,800	13,375,000	959,613	2,395,240	1,054,336	9.87%	2.69%
Other	0	0	205,000	0	208,000	0.00%	0.53%
Subtotal	13,813,029	26,175,866	73,882,135	40,112,237	37,614,517	-49.09%	96.11%
Transfer to Fund Balance	0	1,104,939	200	0	1,523,659	761729.50%	3.89%
Total Capital Projects Funds	$13,813,029	$27,280,805	$73,882,335	$40,112,237	$39,138,176	-47.03%	100.00%
Enterprise Funds							
Salaries and Wages	$1,223,502	$1,230,534	$1,330,642	$1,232,641	$1,354,113	1.76%	22.73%
Employee Benefits	$471,991	$535,972	$540,897	$542,098	$589,342	8.96%	9.89%
Contractual	1,084,435	1,356,680	1,296,000	1,437,300	1,400,150	8.04%	23.51%
Commodities	222,596	268,987	286,100	307,700	341,550	19.38%	5.73%
Capital Outlay	770,526	718,126	175,500	921,995	997,100	468.15%	16.74%
Debt Service	128,000	157,300	202,200	202,200	204,100	0.94%	3.43%
Interfund Transfers	885,000	885,000	1,610,182	885,000	785,000	-51.25%	13.18%
Other	1,500	2,000	272,100	0	285,300	4.85%	4.79%
Subtotal	4,787,550	5,154,599	5,713,621	5,528,934	5,956,655	4.25%	100.00%
Transfer to Retained Earnings	1,605,940	1,388,460	0	0	0	0.00%	0.00%
Total Enterprise Funds	$6,393,490	$6,543,059	$5,713,621	$5,528,934	$5,956,655	4.25%	100.00%
Internal Service Funds							
Salaries and Wages	$139,508	$142,962	$144,961	$144,961	$175,011	20.73%	1.29%
Employee Benefits	4,553,244	4,112,830	5,229,164	4,854,414	5,243,386	0.27%	38.52%
Contractual	1,557,632	1,246,057	1,631,184	1,625,532	1,621,270	-0.61%	11.91%
Commodities	3,916	3,526	4,855	4,855	5,062	4.26%	0.04%
Capital Outlay	1,646,442	1,501,400	1,585,630	1,592,499	1,356,858	-14.43%	9.97%
Interfund Transfers	0	4,858,913	2,500,986	1,435,627	1,211,000	-51.58%	8.90%
Other	17,881	0	4,000,000	0	4,000,000	0.00%	29.38%
Subtotal	7,918,623	11,865,688	15,096,780	9,657,888	13,612,587	-9.83%	100.00%
Transfer to Retained Earnings	2,061,091	0	0	0	0	0.00%	0.00%
Total Internal Sevice Funds	$9,979,714	$11,865,688	$15,096,780	$9,657,888	$13,612,587	-9.83%	100.00%
Trust & Agency Funds							
Contractual	$20,376,452	$17,873,520	$20,407,369	$18,994,898	$21,184,774	3.81%	76.13%
Transfer to Fund Balance	15,046,771	15,985,932	7,940,483	5,937,655	6,641,199	-16.36%	23.87%
Total Trust & Agency Funds	$35,423,223	$33,859,452	$28,347,852	$24,932,553	$27,825,973	-1.84%	100.00%

Summary of Expenditure Classifications by Fund Type
FY16 Budget

Description	FY2013 Actual	FY2014 Actual	FY2015 Budget	FY2015 Projected	FY2016 Budget	FY16 Budget to FY15 Budget % Variance	FY2016 of % of Total
			Total: All Funds				
Salaries and Wages	$24,306,987	$24,525,730	$26,403,602	$25,626,129	$26,480,036	0.29%	15.91%
Employee Benefits	$16,131,127	$18,962,356	$19,346,586	$20,460,360	$20,060,452	3.69%	12.05%
Contractual	30,246,245	29,967,699	31,899,941	33,054,461	33,137,317	3.88%	19.91%
Commodities	1,801,460	1,905,877	2,044,801	2,067,102	2,120,851	3.72%	1.27%
Capital Outlay	15,312,972	15,240,353	74,537,852	40,300,396	38,943,413	-47.75%	23.40%
Debt Service	4,525,494	6,000,017	8,185,625	8,184,656	8,180,825	-0.06%	4.92%
Interfund Transfers	14,791,679	33,418,913	22,267,587	25,118,229	23,582,932	5.91%	14.17%
Transfer to Fund Bal/Ret Earnings	20,742,307	20,000,537	7,941,683	5,937,655	8,164,858	2.81%	4.91%
Other	2,283,139	2,179,891	5,709,180	2,180,256	5,770,263	1.07%	3.47%
Subtotal All Funds	$130,141,410	$152,201,373	$198,336,857	$162,929,244	$166,440,947	-16.08%	100.00%

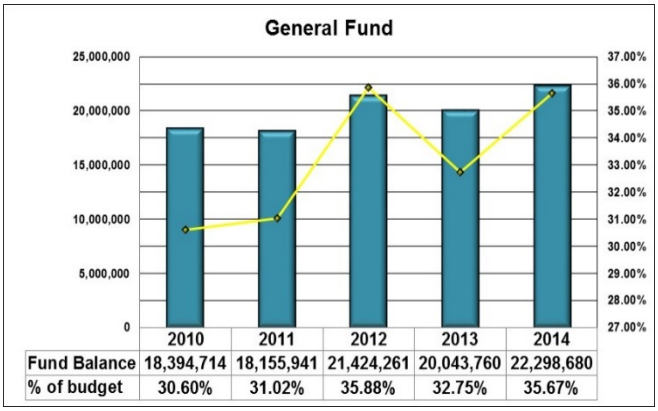


(This page intentionally left blank)

Town of Palm Beach Reserves

The Town Council has adopted nineteen financial policies, sixteen of which address reserves. The reserve policies serve to safeguard the Town's financial resources and ensure fiscal stability. The size of a municipality's fund balance can affect its ability to withstand financial emergencies. Reserves can also be used to accumulate funds for capital purchases or capital projects without having to borrow.

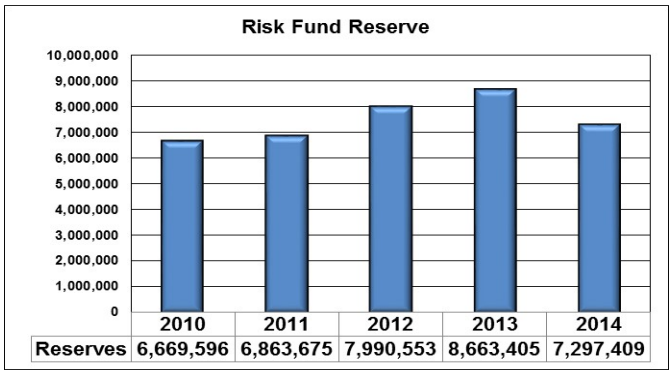
Unassigned Fund Balance - General Fund



Pursuant to adopted policy, the unassigned fund balance for the General Fund is to be maintained at a minimum level of 25% of current year General Fund budgeted expenditures. This minimum level is to be maintained to protect the Town against economic downturns, temporary revenue shortfalls, unpredicted one-time expenditures, and for tax rate stabilization purposes. During FY15, the Town Council approved a budget amendment transferring $6,600,000 from the unassigned fund balance to the Coastal Protection Fund. Twenty-five percent of the FY16 General Fund operating budget (General Fund budget less coastal transfer) is $15,974,778. The FY15 estimated ending fund balance is $19,500,000. The unassigned fund balance exceeds the minimum requirement by $3,525,222.

The General Fund Undesignated Fund Balance has consistently exceeded the required minimum level of 25%. The chart details the General Fund Undesignated Fund Balance and the percent of budgeted expenditures the balance represents. For the FY16 budget, a transfer of $944,686 from fund balance will be used to fund the contingency reserve as directed by policy.

Reserves - Risk Fund



The total reserve balance for the Risk Fund was $7,297,409 as of September 30, 2014. Out of this reserve balance, the Town funds the Reserve for Catastrophic Exposures/Emergencies - Risk Fund in the amount of $2,500,000 and the Contingency Reserve for $500,000. The trend for the Risk Fund Reserve is shown in the table. In 2014 the Town Council approved a transfer of $2,000,000 from the reserves of the Risk Fund to the Coastal Protection Fund.

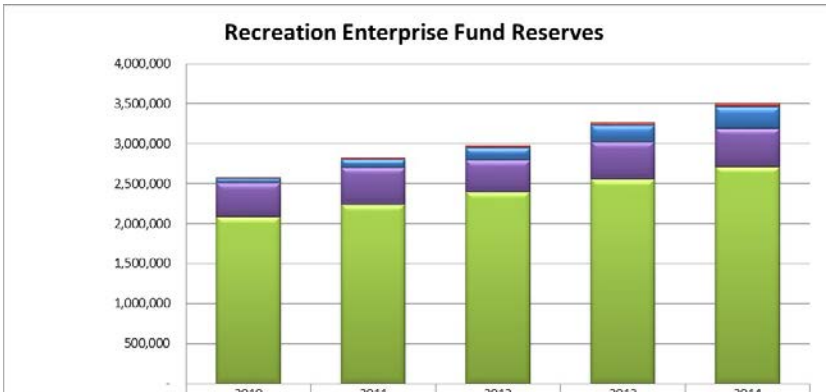
Reserve for Catastrophic Exposures/Emergencies - Risk Fund

The Reserve for Catastrophic Exposures/Emergencies for the Risk Fund is funded at a minimum of $2,500,000. This reserve was established to set aside emergency funds to protect the Town against the potential financial impacts large judgments in excess of insurance coverage and the financial impacts of response to and recovery from a man-made or natural emergency situation. In addition, the reserve can be used in response to increases in premium rates and/or loss fund increases. This reserve is funded with a budget appropriation from the Net Asset reserves of the Risk Fund.

Recreation Enterprise Fund Reserves

The Recreation Enterprise Fund reserve is to be maintained at a minimum level of 25% of budgeted revenues totaling $1,424,850 for FY16. The purpose of the reserve is to provide an adequate level of net assets for unanticipated financial impacts as well as to provide for one-time expenditures to improve the facilities.

The Town's enterprise fund includes the operations of the Town Docks, the Par 3 Golf Course, tennis activities and youth and adult recreation programs.



	2010	2011	2012	2013	2014
M&I Tennis	8,446	16,418	23,867	31,075	38,459
M&I Golf	50,872	108,772	162,138	212,375	279,252
Equipment Replacement	426,749	458,002	397,132	472,319	472,319
Dock Replacement	2,084,181	2,240,125	2,395,723	2,551,321	2,715,680

At the end of FY14, the net asset balance for the Recreation Enterprise Fund (REF) was $4,645,148. Separate reserves have been set aside from this amount for the dock replacement, Par 3 Improvements, tennis improvements and equipment replacement.

At the end of FY14, $2,715,680 had been set aside in the Dock Replacement Reserve. The Dock Replacement reserve was created to fund the replacement cost of the construction of the Town's docks whenever it is determined they must be replaced. The replacement reserve is to be maintained at 100% of accumulated depreciation plus accumulated interest earned on the reserve.

The Par 3 Golf Course charges an additional $2 per round to fund a maintenance and improvement reserve. At the end of FY14, the balance is $279,252. In FY15 the Town Council approved a maintenance and improvement reserve for the Par 3 Club house which will be funded with a year-end transfer of 50% of the Par 3 golf course net profits. This reserve will be funded beginning with the FY15 year-end net profits.

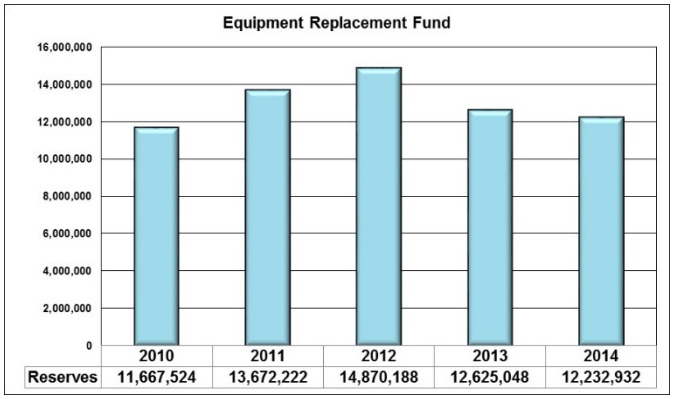
In FY10, a maintenance and improvement fee was implemented for the Tennis program. This reserve at the end of FY14 is $38,459 and has been set aside for improvements to the tennis centers.

The Recreation Enterprise Fund's equipment replacement reserve allows for the purchase of capital equipment and is funded with accumulated replacement cost depreciation from Recreation Net Assets. The balance in the REF Equipment Replacement Fund for FY14 is $472,319.

Equipment Replacement Fund

The Town-wide Equipment Replacement Fund is intended to fund the replacement cost of existing equipment, vehicles and computers when they reach the end of their useful life. This reserve significantly reduces the budgetary fluctuations due to purchases of large pieces of equipment and ensures compliance with the fixed asset inventory and depreciation schedule required by GASB34.

The balance in the Equipment Replacement Fund for year-end FY14 is $12,232,932. In FY13, the Town Council approved the use of a portion of this reserve for internal financing for small underground utility projects financed by special assessments. To date, a total of $1,907,019 has been used for these projects.



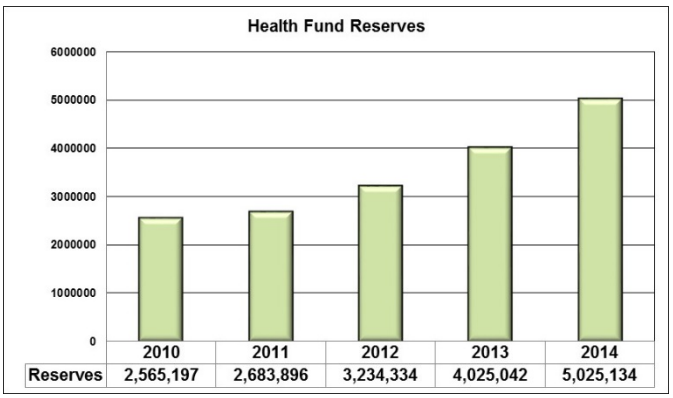
For FY16, income including the depreciation transfer will total $2,187,319 and expenditures for capital equipment are budgeted at $2,455,100.

Designation of General Fund Balance for Payment of Liability Related to Compensated Absences Leave Balances

A Reserve for Compensated Absences reduces the budgetary fluctuations due to the payout of accrued leave time to employees when they leave Town service. This reserve is funded at a rate of 100% of the fiscal year end accrued leave balances. Funds are appropriated annually from this reserve based upon estimates of pay-outs of eligible accrued vacation, sick and compensatory time and the related payroll tax liability. The balance in the reserve as of September 30, 2014, was $3,456,532. The FY15 appropriation for the pay-out of eligible accrued vacation, sick and compensatory time from this reserve is $640,900 and the FY16 appropriation will be $634,500.

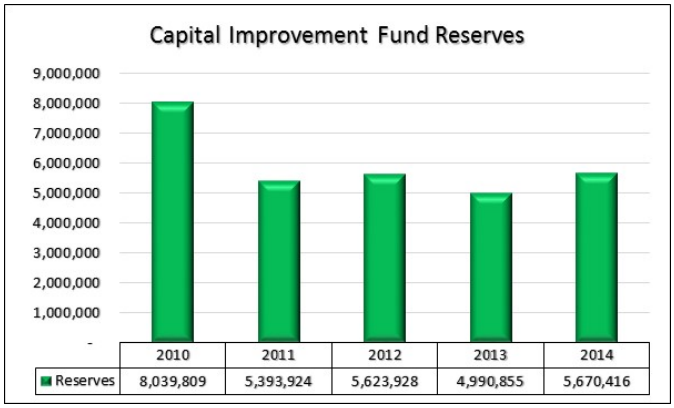
Health Insurance Reserve

The balance of the reserve in the Health Fund at the end FY14 is $5,025,134. These reserves guard against any deficiencies in the Town's self-insurance health fund for active employees' insurance expenditures. The trend in the reserve balance is shown in the chart. The balance has been improving over the past 5 years due to good claims experience.



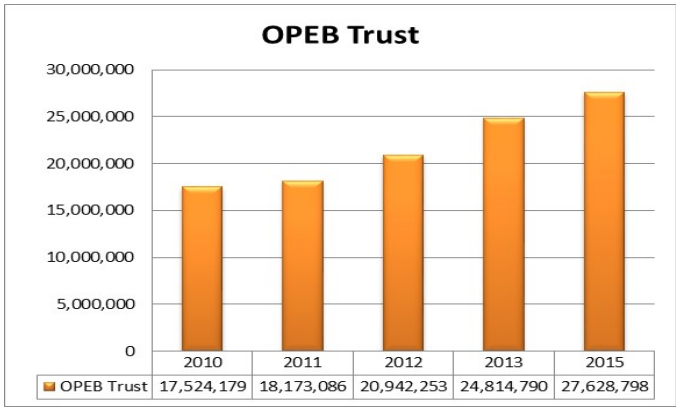
Capital Improvement Fund

For many years, the Town funded all of the capital infrastructure improvements through pay-as-you-go financing. In 2010, the Town issued the first of two bonds for capital improvements to accelerate many large scale capital improvement projects identified in the 20 year plan. The Capital Improvement Fund has received a $1,000,000 transfer from the General Fund each year since 2010 to fund small capital projects that were not included in the 20 year plan. Once the bond proceeds have been spent on the remaining projects, it is proposed to return to pay-as-you-go financing. The FY16 appropriation was increased to $1,030,000 to begin to build the reserves for capital projects once the bond proceeds have been spent.



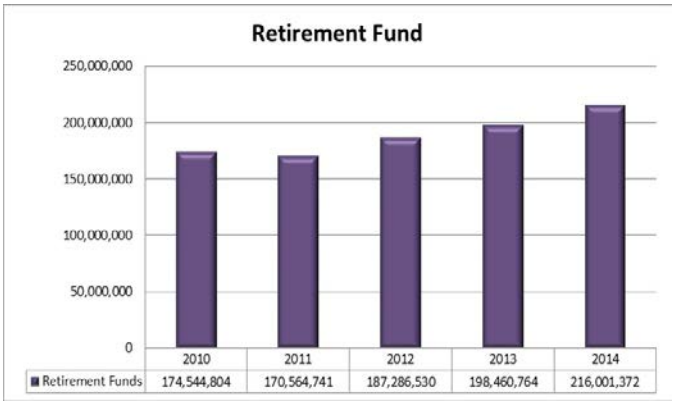
OPEB (Other Post Employment Benefits) Trust

The Town's OPEB Trust Fund was established in 2007 to comply with GASB Statements 43 and 54, which required the establishment of a liability for actuarially determined costs of retiree health benefits. This fund's investments are overseen by the Town's Investment Advisory Committee. The net asset balance in this trust is $27,628,798 as of September 30, 2014. The actuarially determined transfer from the General Fund for the OPEB liability for FY16 is $1,180,000. The Town continues to be well ahead of other government agencies in funding this liability.



Retirement Fund

The Town provides pension benefits for General Employees, Lifeguards, Police Officers, and Firefighters. The funds were separately managed by 3 pension boards until the consolidation on April 1, 2012, into the Employee's Retirement Fund. The Retirement Board oversees all of the Town's pension assets and retirement programs. The net assets of the consolidated retirement fund at the end of FY14 were $216,001,372.



Contingency Reserves

Contingency reserves were established for the General Fund, Capital Fund, Equipment Replacement Fund, Recreation Enterprise Fund, Risk Insurance Fund and Health Insurance Fund to provide for unanticipated unbudgeted expenditures of a nonrecurring nature. The amount of the General Fund Contingency has been funded at 1.5% of the FY15 operating budget. The Capital Fund Contingency is appropriated at 10% of the capital budget, while the Equipment Replacement Fund, Risk, and Health Contingency Reserves are appropriated at $500,000 each. The Recreation Enterprise Fund Contingency is funded at 5% of the operating expenses. All of the contingency reserves are annually appropriated in the budget process from the net asset reserves of each of the funds. In most years a small amount from the contingency is allocated for expenditures through an affirmative vote of the Town Council.

The table below identifies the contingency budgets and actual expenditures for the fiscal years 2012 through 2016.

Contingency Reserves
FY2012 – FY2016

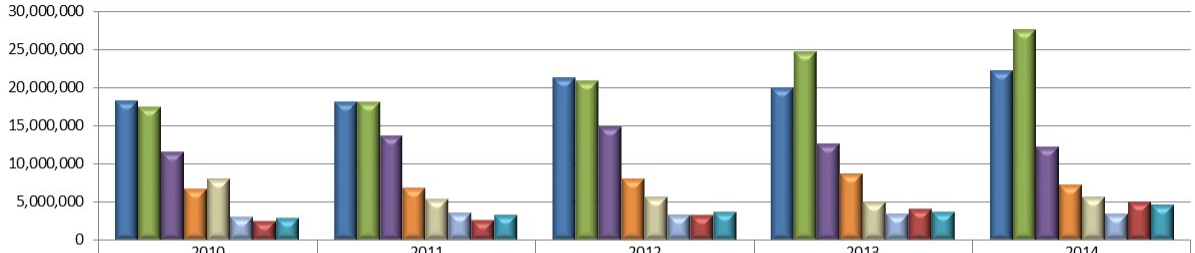
Contingency	2012	2013	2014	2015	2016
General Fund Budget	807,397	843,000	860,000	909,000	944,686
General Fund Actual	806,988	556,668	293,800	246,361	-0-
CIP Budget	181,000	201,000	205,000	205,000	208,000
CIP Actual	94,000	-0-	-0-	-0-	-0-
ERF Budget	500,000	500,000	500,000	500,000	500,000
ERF Actual	-0-	156,528	136,869	-0-	-0-
Risk Budget	500,000	500,000	500,000	500,000	500,000
Risk Actual	50,000	-0-	-0-	-0-	-0-
Health Budget	500,000	500,000	500,000	500,000	500,000
Health Actual	-0-	-0-	-0-	-0-	-0-
Recreation Budget	155,000	235,600	249,220	272,100	285,300
Recreation Actual	137,000	35,000	-0-	39,000	-0-

Unassigned Net Position

All reserves are at or over the policy established minimum. The financial strength of the Town can be measured by the health of its reserves. Bond rating agencies look closely at the reserve levels and the financial policies in place when rating a municipality. In 2010 and 2013, the rating agencies reviewed the Town's credit ratings in preparation for the issuance of the 2010 and 2013 Bonds. They cited the Town's healthy reserves, solid fiscal policies, and conservative management practices as some of the reasons for our exceptional bond ratings. Moody's Investors Service gave the Town an Aa1 for the 2010 and 2013 Revenue Bonds and confirmed the Town's Aaa issuer credit rating. Standard and Poor's issued a AA+ credit rating on the 2010 and 2013 Revenue bonds confirmed the Town's issuer credit rating of AAA. These Revenue Bond ratings and issuer credit ratings are the highest ratings these two services issue and represent the highest quality investment grade debt. The table and the chart below and on the following page summarize the trend of the unassigned net position, net asset balances, compensated absence, and replacement reserve balances for fiscal year ending FY10 through FY14.

Reserve Balances
Fiscal Years 2010 – 2015 Est.

Fund	2010	2011	2012	2013	2014	2015 Est.
General Fund	18,394,714	18,155,941	21,424,261	20,043,760	22,298,680	19,500,000
Compensated Absence (GF)	3,065,810	3,621,915	3,315,135	3,390,226	3,456,532	3,300,000
Equipment Replacement Fund	11,667,524	13,672,222	14,870,188	12,625,048	12,232,932	11,175,000
Recreation Enterprise Fund	294,764	413,966	707,381	486,466	1,025,665	1,050,000
Recreation ERF	426,749	458,002	397,132	472,319	472,319	500,000
Dock Replacement	2,084,181	2,240,125	2,395,723	2,551,321	2,715,680	2,874,680
Par 3 M&I Reserve	50,872	108,722	162,138	212,375	279,252	350,000
Tennis M&I Reserve	8,446	16,418	23,867	31,075	38,459	46,000
Health Fund	2,565,197	2,683,896	3,234,334	4,025,042	5,025,134	5,454,176
Risk Fund	6,669,596	6,863,675	7,990,553	6,625,018	7,297,409	7.767.408
Capital Improvement Fund	8,039,809	5,393,924	5,623,928	4,990,855	5,670,416	5,635,416
Health - OPEB Trust	17,524,179	18,173,086	20,942,253	24,814,790	27,628,798	29,045,190
Pension Fund	174,544,804	170,564,741	187,286,530	198,460,764	216,001,372	213,011,073
Total	245,336,645	242,366,683	268,373,423	278,729,059	304,142,648	$299,238,944



	2010	2011	2012	2013	2014
General Fund	18,394,714	18,155,941	21,424,261	20,043,760	22,298,680
OPEB Trust	17,524,179	18,173,086	20,942,253	24,814,790	27,628,798
Equipment Replacement Fund	11,667,524	13,672,222	14,870,188	12,625,048	12,232,932
Risk Fund	6,669,596	6,863,675	7,990,553	8,663,405	7,297,409
Capital Improvement Fund	8,039,809	5,393,924	5,623,928	4,990,855	5,670,416
Compensated Absence	3,065,810	3,621,915	3,315,135	3,390,226	3,456,532
Health Fund	2,565,197	2,683,896	3,234,334	4,025,042	5,025,134
Recreation Enterprise Fund	2,867,062	3,315,215	3,697,167	3,753,556	4,645,148

Capital Expenditures

The Town of Palm Beach defines a "capital expenditure as the cost(s) associated with the acquisition of land, improvements to land, buildings, vehicles, machinery, equipment, works of art, infrastructure and other tangible or intangible assets that are used in operations and that have an initial useful life extending beyond a single reporting period. Capital expenditures with the following minimum dollar threshold are recognized as depreciable as recommended by GFOA Best Practices:

- Infrastructure - $50,000
- Computer Software - $25,000
- Machinery, equipment, vehicles and office furniture - $2,500
- Computers - $1,500

Capital expenditures are further categorized as "routine" and "non-routine." Routine capital expenditures represent the cost of items that are purchased on an annual basis such as computer hardware, vehicles and various other types of equipment. Non routine capital expenditures represent the cost of items such as capital improvements projects that are not incurred on a regular basis.

The Town defines the term "capital improvement" as a major repair, renovation or replacement of infrastructure which has an estimated cost of $50,000 or greater and extends the useful life by at least five years or adds capacity/square footage to an existing facility. Capital improvements are accounted for in the Capital Funds section of the budget.

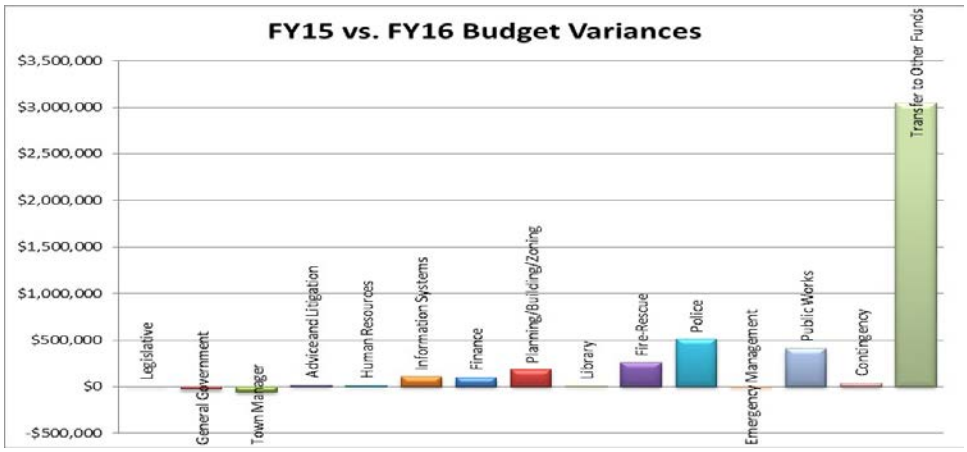
The purpose of the capital budget is to promote advanced planning by department directors and serves as a fiscal planning tool to forecast the demands on revenues and future borrowing needs. The capital improvements program is reviewed and updated annually. During the budget preparation process, departments provide the Public Works Director with updates on current projects, the projects scheduled for the next fiscal year and any changes that are requested from the previous five year plan. The plan is then presented to the Budget Review Committee for review prior to approval by Town Council. These changes include requests for new projects or modifications to projects already forecasted in the plan. Departments are required to give a description of the project, estimated costs and justification, funding resources and a statement of impact on the Town's annual operating budget.

FY2016 Town-wide Capital Expenditures

Department/ Description	General Fund	Equipment Replacement Fund	Capital Funds	Recreation Fund	Total
Information Systems	***$302,246***	***$229,500***	***$0***	***$0***	***$531,746***
Annual Depreciation	292,246	0	0	0	292,246
Major Computer Equip (>$1,500)	10,000	229,500	0	0	239,500
Human Resources	***677***	***0***	***0***	***0***	***677***
Annual Depreciation	677	0	0	0	677
Finance	***4,705***	***0***	***0***	***0***	***4,705***
Annual Depreciation	4,705	0	0	0	4,705
Planning/Zoning/Building	***43,249***	***25,000***	***0***	***0***	***68,249***
Annual Depreciation	37,649	0	0	0	37,649
(2) Scanners	5,600	0	0	0	5,600
Automobile	0	25,000	0	0	25,000
Fire-Rescue	***715,705***	***319,000***	***0***	***0***	***1,034,705***
Annual Depreciation	597,575	0	0	0	597,575
Fire Rescue Truck	0	319,000	0	0	319,000
Opticom Emergency Response System	95,000	0	0	0	95,000
Grant Reimbursable Equipment	23,130	0	0	0	23,130
Police	***620,832***	***244,000***	***0***	***0***	***864,832***
Annual Depreciation	528,032	0	0	0	528,032
(3) Star Chase Units	16,800	0	0	0	16,800
Opticom Emergency Response System	76,000	0	0	0	76,000
(3) Dispatch Radio Consoles	0	80,500	0	0	80,500
(3) Police Supervisor Vehicles	0	88,000	0	0	88,000
Ford Escape	0	23,000	0	0	23,000
Camera and Security Equipment	0	25,000	0	0	25,000
Unmarked Police Vehicle	0	24,000	0	0	24,000
Speed Laser/Radar Unit	0	3,500	0	0	3,500
Public Works	***659,935***	***536,600***	***38,815,003***	***0***	***40,011,538***
Annual Depreciation	646,435	0	0	0	646,435
Ford F150 Truck	0	22,100	0	0	22,100
Transfer Trailer	0	267,000	0	0	267,000
Kawasaki Mule	0	8,800	0	0	8,800
Int'l Truck RS Crane	0	178,500	0	0	178,500
Isuzu NP154 Truck	0	60,200	0	0	60,200
Transmission Fluid Exchanger	3,500	0	0	0	3,500
Video Detection System	4,000	0	0	0	4,000
Tire Balancer	6,000	0	0	0	6,000
Pay-as-you-go Projects	0	0	7,152,270	0	7,152,270
Coastal Projects	0	0	11,418,823	0	11,418,823
Worth Avenue Assessment District	0	0	243,910	0	243,910
2013 Accelerated Projects	0	0	20,000,000	0	20,000,000
Recreation Department	***0***	***0***	***0***	***997,100***	***997,100***
Annual Depreciation	0	0	0	734,000	734,000
Par 3 – Golf Carts	0	0	0	89,700	89,700
Par 3 – Golf Cart, Driving Range	0	0	0	7,700	7,700
Par 3 – Golf Ball Dispenser	0	0	0	5,700	5,700
Par 3 – Greens Roller	0	0	0	12,000	12,000
Par 3 – Tractor with Bucket and Backhoe	0	0	0	27,000	27,000
Par 3 – Utility Vehicle	0	0	0	21,000	21,000
Town Docks Repairs	0	0	0	100,000	100,000
Total Capital Expenditures	***$2,347,349***	***$1,354,100***	***$38,815,003***	***$997,100***	***$43,513,552***

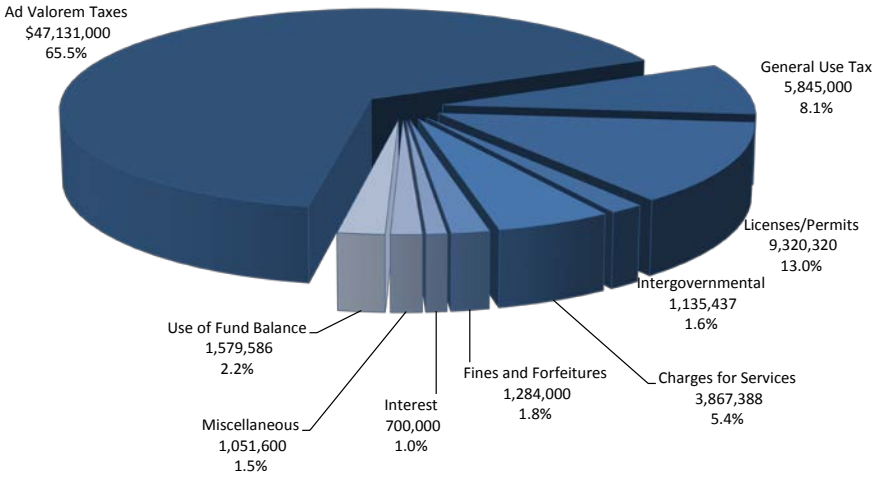
General Fund Revenues and Expenditures
Budget Comparison
Fiscal Years 2015-2016

	Budget FY2015	Budget FY2016	FY15 vs. FY16 $ Difference	FY15 vs. FY16 % Change
Revenues				
Ad Valorem Taxes	$43,424,300	$47,131,000	$3,706,700	8.5%
Non Ad Valorem Taxes	7,937,500	8,005,000	$67,500	0.9%
Licenses & Permits	6,835,600	7,103,320	$267,720	3.9%
Intergovernmental	1,079,750	1,135,537	$55,787	5.2%
Charges for Services	3,573,600	3,867,388	$293,788	8.2%
Fines and Forfeitures	1,210,000	1,284,000	$74,000	6.1%
Investment Earnings	578,694	700,000	$121,306	21.0%
Miscellaneous Revenues	221,000	323,500	$102,500	46.4%
Interfund Transfers	885,000	785,000	-$100,000	-11.3%
Transfer from CIP	0	0	$0	100.0%
Transfer From Fund Balance	1,549,900	1,579,586	$29,686	1.9%
Total Revenues	**$67,295,344**	**$71,914,331**	**$4,618,987**	**6.9%**
Expenditures				
Department				
Legislative	$95,600	$95,600	$0	0.0%
General Government	833,100	807,300	-$25,800	-3.1%
Town Manager	826,728	769,306	-$57,422	-6.9%
Advice and Litigation	529,812	550,000	$20,188	3.8%
Human Resources	835,408	851,243	$15,835	1.9%
Information Systems	2,210,216	2,320,819	$110,603	5.0%
Finance	1,929,228	2,028,839	$99,611	5.2%
Planning/Building/Zoning	3,862,035	4,050,642	$188,607	4.9%
Library	306,580	315,777	$9,197	3.0%
Fire-Rescue	11,486,486	11,743,196	$256,710	2.2%
Police	13,688,986	14,198,001	$509,015	3.7%
Emergency Management	47,000	46,300	-$700	-1.5%
Public Works	14,355,803	14,767,345	$411,542	2.9%
Contingency	909,000	944,686	$35,686	3.9%
Transfer to Other Funds	15,379,362	18,425,277	$3,045,915	19.8%
Total Expenditures	**$67,295,344**	**$71,914,331**	**$4,618,987**	**6.9%**
Revenues Over/(Under) Expenditures	**$0**	**$0**		



(This page intentionally left blank)

Revenues by Type



Ad Valorem Taxes	$ 47,131,000
General Use Tax	5,845,000
Licenses/Permits	9,320,320
Intergovernmental	1,135,437
Charges for Services	3,867,388
Fines and Forfeitures	1,284,000
Interest	700,000
Miscellaneous	1,051,600
Use of Fund Balance	1,579,586
	$ 71,914,331

Acct #	Title	2013 Actual	2014 Actual	2015 Budget	2015 Projected	2016 Budget	% Variance	% of Total Budget
311.000	**Ad Valorem Taxes**							
311.100	Current Ad Valorem Taxes	37,376,601	39,080,698	43,424,300	43,858,543	47,131,000	8.54%	65.54%
311.200	Back Taxes	96,506	30,228	-	-	-	0.00%	0.00%
		37,473,107	39,110,926	43,424,300	43,858,543	47,131,000	8.54%	65.54%
312.000	**Sales, Use and Fuel Taxes**							
312.410	1-6 Cents Local Opt Fuel Tax	203,961	210,104	210,000	210,000	220,000	4.76%	0.31%
312.420	1-5 Cents Local Opt Fuel Tax	95,120	100,186	100,000	100,000	105,000	5.00%	0.15%
		299,081	310,290	310,000	310,000	325,000	4.84%	0.45%
314.000	**Utility Services Taxes**							
314.100	Electricity Utility	2,362,068	2,568,843	2,550,000	2,457,516	2,550,000	0.00%	3.55%
314.200	Simplified Telecom Tax	1,149,952	1,030,492	1,200,000	1,092,087	1,100,000	-8.33%	1.53%
314.300	Water Utility	1,336,302	1,616,381	1,450,000	1,594,158	1,600,000	10.34%	2.22%
314.400	Gas Utility	246,874	238,984	260,000	312,350	260,000	0.00%	0.36%
314.800	Propane Utility	3,519	8,567	7,500	11,028	10,000	33.33%	0.01%
		5,098,715	5,463,267	5,467,500	5,467,139	5,520,000	0.96%	7.68%
316.000	**Business Tax Receipts**							
316.000	Business Tax Receipts	633,552	640,363	640,500	630,000	671,820	4.89%	0.93%
316.100	Business Tax Receipt Penalties	33,236	62,348	25,000	25,000	25,000	0.00%	0.03%
		666,788	702,711	665,500	655,000	696,820	4.71%	0.97%
322.000	**Building Permits**							
322.100	Building	4,309,754	4,824,353	4,100,000	5,581,495	4,100,000	0.00%	5.70%
322.200	Electrical	437,172	414,267	375,000	458,732	400,000	6.67%	0.56%
322.300	Plumbing	256,504	255,943	200,000	323,072	250,000	25.00%	0.35%
322.400	Permit Processing	31,550	45,250	30,000	44,550	30,000	0.00%	0.04%
322.410	Permit Penalty	60,898	18,836	25,000	116,882	35,000	40.00%	0.05%
322.500	Except/Var. App.	161,350	241,533	155,000	157,066	160,000	3.23%	0.22%
322.510	Consultants Fees	4,633	8,740	5,000	-	-	-100.00%	0.00%
322.520	Special Plan Review Fee	412,700	338,350	275,000	399,150	325,000	18.18%	0.45%
322.530	Reinspection Fees	2,550	1,500	2,100	2,500	2,500	19.05%	0.00%
322.600	Community Service Fees						0.00%	0.00%
322.700	Special Detail - PZB	130	-	-	-	-	0.00%	0.00%
322.750	Abandonments	1,973	2,797	-	-	-	0.00%	0.00%
322.800	Architectural Fees	140,070	169,880	130,000	162,585	140,000	7.69%	0.19%
322.850	Landmarks Submittal	27,980	25,220	20,000	23,600	25,000	25.00%	0.03%
322.900	Mechanical Permits	381,481	304,720	300,000	376,779	325,000	8.33%	0.45%
322.905	Contractor Registration Fee	10,600	9,600	10,000	9,000	10,000	0.00%	0.01%
322.910	Landscape Permit	7,578	8,845	10,000	8,250	8,000	-20.00%	0.01%
322.911	Advanced Irrigation	-	3,900	4,000	300	1,000	-75.00%	0.00%
322.915	Miscellaneous Permit Fees	458	100	-	-	-	0.00%	0.00%
322.920	Building Permit Search Fee	28,850	30,956	30,000	36,750	30,000	0.00%	0.04%
322.930	Dune Vegetation Fee	-	3,695	4,000	4,000	2,000	-50.00%	0.00%
322.940	Permit Revision Fee	224,025	210,875	150,000	172,125	175,000	16.67%	0.24%
		6,500,256	6,919,360	5,825,100	7,876,836	6,018,500	3.32%	8.37%
323.000	**Franchise Fees**							
323.100	Electricity Franchise	1,872,920	2,012,907	1,960,000	1,866,559	1,960,000	0.00%	2.73%
323.400	Gas Franchise	163,145	159,633	200,000	165,000	200,000	0.00%	0.28%
		2,036,065	2,172,540	2,160,000	2,031,559	2,160,000	0.00%	3.00%
329.000	**Other Licenses, Fees and Permits**							
329.100	Right Of Way Permits	332,212	348,695	275,000	321,678	315,000	14.55%	0.44%
329.200	Residential Parking Plans	20,560	28,340	20,000	62,760	60,000	200.00%	0.08%
329.300	Arlington Plan	36,180	38,060	38,000	-	-	-100.00%	0.00%
329.400	Taxi Permits	4,250	4,150	1,500	2,000	2,000	33.33%	0.00%
329.470	Flood Plain Management Permit Fee	12,150	11,325	10,000	10,000	10,000	0.00%	0.01%
329.500	Newsrack Enclosure Admin Fee	120	940	500	1,000	1,000	100.00%	0.00%
329.930	Charitable Solicitations Fee	47,380	44,735	50,000	45,000	50,000	0.00%	0.07%
329.940	Charitable Solicit. Adv. Fee	345	-	-	-	-	0.00%	0.00%
329.960	Char Solit Late Filing Fee	6,325	5,710	7,000	7,000	7,000	0.00%	0.01%
		459,522	481,955	402,000	449,438	445,000	10.70%	0.62%
331.000	**Federal Grants**							
331.220	Bullet Proof Vests Grant	3,861	-	2,500	2,500	-	-100.00%	0.00%
331.240	Fema Grant - Fire-Rescue	-	-	26,250	26,250	-	-100.00%	0.00%
		3,861	-	28,750	28,750	-	-100.00%	0.00%
334.000	**State Grants**							
334.390	Grants State Of Florida	-	-	-	-	-	0.00%	0.00%
		-	-	-	-	-	0.00%	0.00%

Acct #	Title	2013 Actual	2014 Actual	2015 Budget	2015 Projected	2016 Budget	% Variance	% of Total Budget
335.000	**State Shared Revenues**							
335.120	State Revenue Sharing	249,852	251,252	255,000	249,753	255,000	0.00%	0.35%
335.150	Alcoholic Beverage Lic	19,461	23,796	25,000	25,000	25,000	0.00%	0.03%
335.180	Local Govt. Sales Tax	572,763	597,433	595,000	657,181	670,000	12.61%	0.93%
335.230	Fire Supplemental Compensation	30,402	30,412	33,000	30,000	33,000	0.00%	0.05%
335.240	911 Equip Reimbursement	55,463	82,735	108,000	85,000	100,000	-7.41%	0.14%
335.290	Seized Tag	2,967	2,950	3,000	3,000	3,000	0.00%	0.00%
335.490	Fuel Tax Refund	13,134	42,130	12,000	16,000	12,000	0.00%	0.02%
		944,042	1,030,708	1,031,000	1,065,934	1,098,000	6.50%	1.53%
337.000	**Grants From Other Local Units**							
337.200	Ems Grant - Palm Beach County	-	14,911	-	-	17,437	100.00%	0.02%
337.310	Pbc Land Grnt-Phipps Veg Clear	-	-	-	-	-	0.00%	0.00%
		-	14,911	-	-	17,437	100.00%	0.02%
338.000	**Shared Revenues-Other Local Units**							
338.200	County Occ. Licenses	17,291	22,240	15,000	15,000	15,000	0.00%	0.02%
338.600	$12.50 Citation Monies	25,522	3,555	5,000	5,000	5,000	0.00%	0.01%
		42,813	25,795	20,000	20,000	20,000	0.00%	0.03%
342.000	**Public Safety**							
342.100	Special Assignment Ot - Other	631,809	688,627	625,000	571,023	625,000	0.00%	0.87%
342.120	Police Id Cards	17,219	15,264	20,000	17,500	17,500	-12.50%	0.02%
342.130	Burglar Alarm False Alarm Fees	85,550	81,550	25,000	77,619	50,000	100.00%	0.07%
342.140	Burglar Alarm Registration Fee	47,903	47,674	50,000	95,000	95,000	90.00%	0.13%
342.150	Burglar Alarm - Penalties	5,147	2,828	5,000	5,000	5,000	0.00%	0.01%
342.160	Burglar Alarm - Direct Connect	5,600	6,210	50,000	15,000	15,000	-70.00%	0.02%
342.170	Valet Parking Permit	11,100	10,150	10,000	10,000	10,000	0.00%	0.01%
342.200	Tent Permits	20,879	26,517	20,000	25,000	20,000	0.00%	0.03%
342.210	Special Detail-Fire	21,265	30,285	30,000	30,000	30,000	0.00%	0.04%
342.220	Fire Prev Bonfires	3,600	3,300	4,000	3,500	3,500	-12.50%	0.00%
342.225	Fire Prev Fire Hydrant	400	-	500	500	500	0.00%	0.00%
342.230	Fire Prev Hot Work	58,037	55,903	45,000	64,543	53,000	17.78%	0.07%
342.240	Fire Prev Public Assembly	1,285	1,000	2,000	2,000	2,000	0.00%	0.00%
342.250	False Fire Alarms	23,330	25,494	15,000	20,000	20,000	33.33%	0.03%
342.300	Fire Prev Fireworks	12,000	20,000	14,000	25,000	20,000	42.86%	0.03%
342.500	Bldg. Insp. Fund Fees	8,270	8,924	7,500	8,000	8,000	6.67%	0.01%
342.501	Radon Gas	8,270	8,924	7,500	8,000	8,000	6.67%	0.01%
342.510	Fire Prev Technical Fire Insp	39,130	48,693	40,000	40,000	40,000	0.00%	0.06%
342.520	Fire Prev Annual Ins Fee	113,773	113,600	115,000	115,000	115,000	0.00%	0.16%
342.600	Ems Transport Fees	325,967	321,920	350,000	388,000	410,000	17.14%	0.57%
342.601	Hazardous Hazmat Fee	-	-	-	-	-	0.00%	0.00%
		1,440,534	1,516,863	1,435,500	1,520,685	1,547,500	7.80%	2.15%
343.000	**Physical Enviornment**							
343.400	Special Solid Waste	8,553	11,235	10,000	10,000	10,000	0.00%	0.01%
343.410	Solid Waste	962,527	947,431	947,600	947,000	976,028	3.00%	1.36%
343.430	Comp. Garbage Collection Fee	257,009	239,488	262,000	262,000	269,860	3.00%	0.38%
343.440	SWA Recycling Revenue	31,109	25,186	30,000	25,000	25,000	-16.67%	0.03%
343.900	Beach Cleaning Citizen's Assoc						0.00%	0.00%
343.920	Historic Speciman Tree Fee	4,862	3,094	5,000	5,000	5,000	0.00%	0.01%
		1,264,060	1,226,434	1,254,600	1,249,000	1,285,888	2.49%	1.79%
344.000	**Transportation**							
344.505	Prkg Meter Royal Palm Way Lot	12,521	10,668	12,500	10,500	10,500	-16.00%	0.01%
344.515	Prkg Meter Ocean Front	501,238	539,827	500,000	550,000	550,000	10.00%	0.76%
344.520	Prkg Meter Lake Front	13,877	23,906	25,000	28,000	28,000	12.00%	0.04%
344.525	Prkg Meter Phipps Ocean Front	55,447	84,379	55,000	90,000	90,000	63.64%	0.13%
344.530	Prkg Meter Peruvian	89,717	105,557	95,000	107,000	107,000	12.63%	0.15%
344.540	Prkg Meter Bradley Place	5,495	6,206	6,500	6,500	6,500	0.00%	0.01%
344.560	Parking Meter Royal Palm Way	32,645	37,877	32,000	46,000	45,000	40.63%	0.06%
344.599	Other Parking Placard Programs	119,210	149,810	120,000	165,000	160,000	33.33%	0.22%
		830,150	958,230	846,000	1,003,000	997,000	17.85%	1.39%
349.000	**Other Charges for Services**							
349.400	Certification Copy	779	514	500	750	500	0.00%	0.00%
349.420	Misc Copies	6,485	6,260	6,000	4,000	4,000	-33.33%	0.01%
349.430	Meeting Tapes Sales	-	96	-	-	-	0.00%	0.00%
349.450	Lien Search Fee	32,797	31,880	30,000	35,850	32,000	6.67%	0.04%
349.480	Microfiche/Scanned Documents	1,200	906	1,000	500	500	-50.00%	0.00%
349.500	Data Processing Services	151	2	-	-	-	0.00%	0.00%
		41,412	39,658	37,500	41,100	37,000	-1.33%	0.05%

Acct #	Title	2013 Actual	2014 Actual	2015 Budget	2015 Projected	2016 Budget	% Variance	% of Total Budget
351.000	**Judgments and Fines**							
351.100	Fines - Other Parking	558,859	711,491	700,000	725,000	725,000	3.57%	1.01%
351.110	Fines - Parking Meters	63,786	75,356	50,000	75,000	75,000	50.00%	0.10%
351.120	Row Parking Violation Fines	9,258	16,357	20,000	13,000	15,000	-25.00%	0.02%
351.150	Moving Violations	8,121	9,875	10,000	11,000	10,000	0.00%	0.01%
351.300	Revenue/2nd $ Funding	1,840	3,546	4,000	3,000	3,000	-25.00%	0.00%
351.600	Boot Fees	21,000	27,300	26,000	25,000	26,000	0.00%	0.04%
351.800	Penalty - Other Parking	153,335	199,705	165,000	190,000	190,000	15.15%	0.26%
351.900	Penalty - Parking Meters	21,593	24,792	25,000	30,000	30,000	20.00%	0.04%
		837,792	1,068,422	1,000,000	1,072,000	1,074,000	7.40%	1.49%
354.000	**Violations of Local Ordinances**							
354.400	Code Compliance Fines	681,546	845,075	200,000	200,000	200,000	0.00%	0.28%
354.410	Code Compliance Admin Fee	11,450	10,687	10,000	10,000	10,000	0.00%	0.01%
		692,996	855,762	210,000	210,000	210,000	0.00%	0.29%
361.000	**Interest and Other Earnings**							
361.120	Fmivt Interest	(69,361)	214,173	463,194	100,000	250,000	-46.03%	0.35%
361.130	PFM/TD Bank Interest Income	46,036	67,477	75,000	128,848	150,000	100.00%	0.21%
361.131	PFM/TD Bank Interest Income ECR	529	-	500	-	-	-100.00%	0.00%
361.140	Interest - Certificates of Deposit	-	65,773	-	222,668	250,000	100.00%	0.35%
361.150	Investment Earnings/Ad Valorem	55,220	36,304	40,000	30,000	50,000	25.00%	0.07%
		32,424	383,727	578,694	481,516	700,000	20.96%	0.97%
362.000	**Rents and Royalties**							
362.120	Room Rental Dep - South Fire	189	-	-	-	-	0.00%	0.00%
362.140	Rooftop Lease	69,417	42,749	68,500	35,000	35,000	-48.91%	0.05%
		69,606	42,749	68,500	35,000	35,000	-48.91%	0.05%
364.000	**Disposition of Fixed Assets**							
364.410	Surplus Furn & Equipment	141	(761)	-	-	-	0.00%	0.00%
364.430	Sale of Land	148,731	353,100	-	-	-	0.00%	0.00%
		148,872	352,339	-	-	-	0.00%	0.00%
369.000	**Other Miscellaneous Revenues**							
369.500	State Highway Lighting Maint	72,162	74,324	71,000	71,000	71,000	0.00%	0.10%
369.540	Rebate For Town Towing	1,656	2,652	2,000	1,900	2,000	0.00%	0.00%
369.910	Credit Card Customer Surcharge	2,289	3,450	2,500	2,500	2,500	0.00%	0.00%
369.950	DC Forfeiture Transfer from ICMA	-	-	-	-	136,000	100.00%	0.19%
369.990	Miscellaneous Revenue	275,162	173,667	20,000	35,000	20,100	0.50%	0.03%
		351,269	254,093	95,500	110,400	231,600	142.51%	0.32%
381.000	**Interfund Transfer**							
381.180	Use Of Fund Balance	-		1,549,900		1,579,586	1.92%	2.20%
381.970	Interfd Transfer-Marina	885,000	885,000	885,000	885,000	785,000	-11.30%	1.09%
		885,000	885,000	2,434,900	885,000	2,364,586	-2.89%	3.29%
		60,118,365	63,815,740	67,295,344	68,370,900	71,914,331	6.86%	100.00%

MAJOR REVENUE SOURCES

PROPERTY TAX

General Description

Under State law, the assessment of all properties and the collection of all county, municipal and school board property taxes are consolidated in the offices of the property appraiser of each county and tax collector of each county. Municipalities are not permitted to levy property taxes at a rate of more than 10 mills for operating millage. There is no limitation as to rate or amount of ad valorem taxes levied for the purpose of paying debt service on general obligation bonds, pursuant to Florida Statues, but the Town, according to Section 7.01 of the Town Charter, cannot have a total indebtedness which exceeds an amount equal to five percent (5%) of the total assessed value of the taxable property within the Town's corporate limits. The laws of the State regulating tax assessment are designed to assure a consistent property valuation method statewide. The State Constitution does, however, permit different assessment standards for agricultural land, land used exclusively for noncommercial recreational purposes, tangible personal property held for sale as stock-in-trade and livestock.

Property Assessment Procedure

Municipal ad valorem taxes are levied based upon the assessed valuation of taxable real and tangible personal property located within the boundaries of the municipality. Property valuations are determined each year as of January 1 by the Property Appraiser. A tax roll is prepared by July 1 and each taxpayer whose property is subject to taxation is given notice of the assessment of such property. The property owner has the right to file an appeal with the Value Adjustment Board, which considers petitions relating to assessments and exemptions. The Value Adjustment Board certifies the assessment roll upon completion of the hearing of all appeals.

Exemptions

Every person who has the legal title or beneficial title in equity to real property in the State of Florida and who resides thereon and in good faith makes the same his or her permanent residence or the permanent residence of others legally or naturally dependent upon such person is entitled to an exemption from ad valorem taxation by counties of $25,000 for a property with an assessed value of up to $50,000. Beginning at $50,000 and continuing through an assessed value of $75,000 the additional benefit will increase with the increase in property value. A property with an assessed value of $75,000 or more will receive the full $50,000 exemption. Other exemptions from the ad valorem tax include property owned by certain permanently and totally disabled persons; active military personnel; disabled veterans; renewable energy source improvements; inventory; historic properties; property used by hospitals, nursing homes, homes for special services and property used by homes for the aged; educational property; property owned and used by labor organizations; community centers; governmental property; property owned by not-for-profit sewer and water companies; and the first $500.00 of property of every widow and widower.

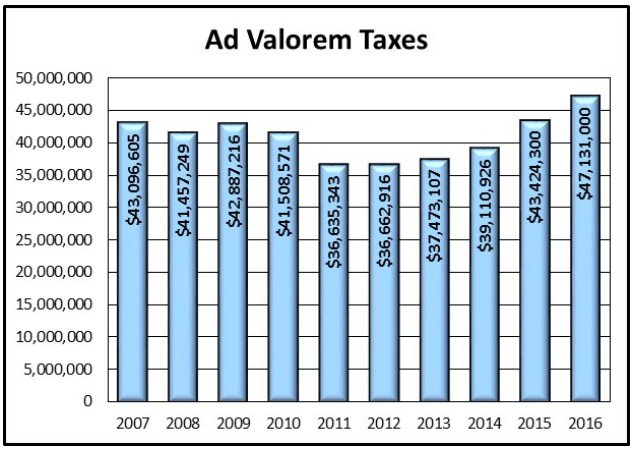
Levy of Ad Valorem Taxes

The Town is required to establish a budget for each fiscal year. The Town is required to compute a proposed millage rate necessary to fund the tentative budget other than the portion of the budget to be funded from sources other than ad valorem taxes. After a procedure involving notice, hearings and public comment, the tentative budget and millage rate become final when approved by the Town Council. This procedure creates the tax roll which is then turned over to the Tax Collector on or about the first Monday in October.

Tax Collection Procedure

Upon receipt of the certified tax roll, the Tax Collector is required to mail to each taxpayer appearing on the assessment roll a tax notice stating, among other things, the amount of current taxes, including any ad valorem taxes due from the taxpayer. In general, each taxpayer is required to pay all taxes shown in the tax notice without preference in payment of any particular increment of the tax bill.

The Statutes relating to the enforcement of county ad valorem taxes (and thus municipal property taxes) provide that such taxes become due and payable on November 1 of the year in which assessed or as soon thereafter as the certified tax roll is received by the Tax Collector. If paid during November or the following three (3) months, the taxpayer is granted a discount which is equal to four percent (4%) in November and which decreases pro rata monthly to one percent (1%) in February. All taxes become delinquent on April 1 following the year in which they are assessed or immediately after sixty (60) days have expired from the mailing of the original tax notice, whichever is later, and the tax collector is required to collect taxes prior to the date of delinquency and to institute statutory procedures upon delinquency to collect assessed taxes.



Property Tax Reform

The State of Florida adopted property tax reform measures during FY07. Millage rate increases are limited to the rolled back rate (the rate that produces the same taxes as the prior year, exclusive of taxes from new construction) plus growth in personal income. Local governments are allowed to override the cap by extraordinary vote, either a 2/3 vote of the Council for up to a 10% increase over the rolled back rate, or a unanimous vote of the Council for an increase in excess of 10%. For FY16 the Town adopted a millage rate of 3.3779 which is 0.82% less than the FY15 rate of 3.4058. Since taxable value increased by 9.74%, the reduced millage rate resulted in an increase in taxes of $3,706,648 over FY15.

The chart below identifies the FY16 TRIM options available to the Town.

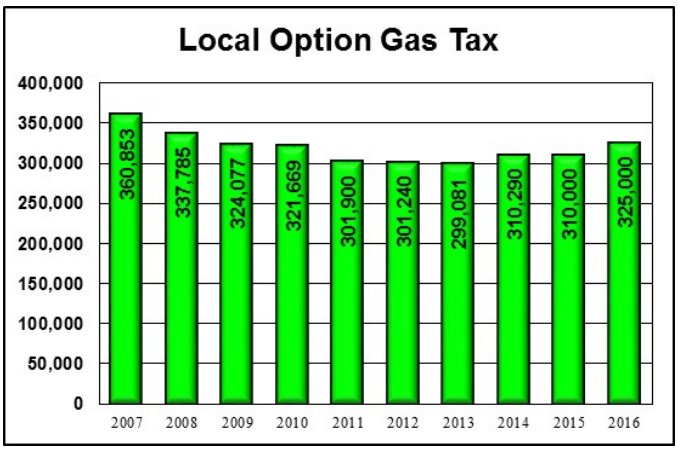
FY16 Millage Rate Options	Millage	Tax Revenue
Rollback Millage Rate	3.1184	$43,510,213
Majority Maximum Millage Rate	3.4148	$47,645,804
2/3 Vote Maximum Millage Rate	3.7563	$52,410,663
FY15 Millage Rate	3.4058	$47,520,229
Town Adopted Final Millage Rate	**3.3779**	**$47,130,948**

Shared Revenue

Local Option Gas Tax

Local governments are authorized to impose a tax of 1 cent to 6 cents on every gallon of motor fuel and special fuel sold at the retail level. Local Option Gas Taxes are enacted by an inter-local agreement concerning the distribution of the tax proceeds is established between the local governments in the county.

The Town participates in two separate and distinct inter-local agreements relative to Local Option Gas Tax as follows:



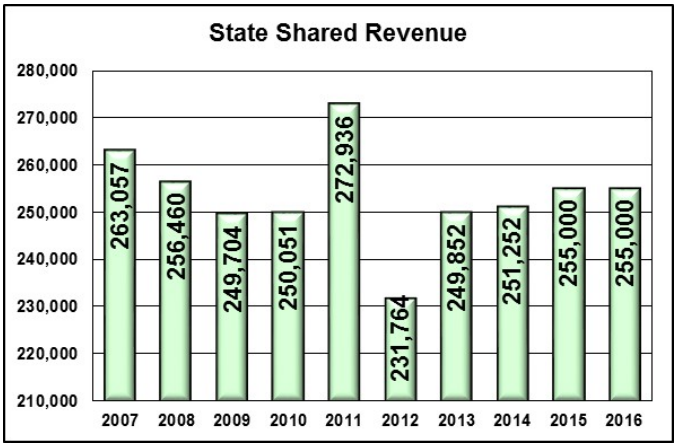
a. In 1986, an inter-local agreement was signed which provided a distribution formula for the six cent gas tax in effect of 1/3 of all sums collected to municipalities and 2/3 of all sums collected to the county.

b. A second inter-local agreement was signed in August 1993 providing a distribution formula for an additional five cent gas tax which the state legislation authorized the county commission to levy and the county commission approved on July 20, 1993. The approved distribution formula is 21% of all sums collected by the County from the State are distributed to municipalities and 79% of all sums collected are distributed to the County. The agreement is written to terminate at such time as the gas tax proceeds are no longer collected and distributed, with the distribution formula scheduled for review annually.

The Local Option Gas Tax budget for FY16 is based upon estimates provided by the State of Florida.

State Shared Revenue

Sharing of certain state revenues with cities and counties began in Florida at least as early as 1931. Financial rescue of the counties from their overwhelming road debts from the 1920's came principally through sharing of the state's motor fuel tax. Little sharing with cities occurred until the state cigarette tax collections were made available to them in 1949. The Florida Revenue Sharing Act of 1972 was a major attempt by the legislature to ensure an equitable distribution at a minimum level of revenue across counties and municipalities.

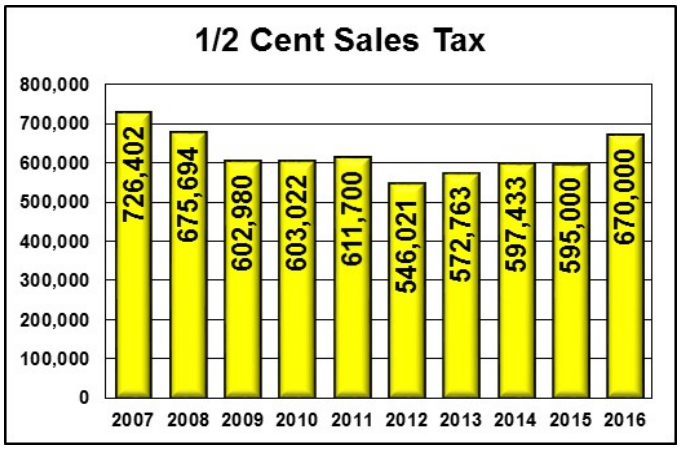


The current structure of the revenue sharing program has three revenue sources for municipalities: Cigarette tax, one-cent municipal gas tax and the state alternative fuel decal user's fee. There are several criteria a local government must meet in order to qualify to receive funds. Governments must: Levy ad valorem taxes (excluding debt service and other special millage) that will produce the equivalent of three mills per dollar of assessed valuation or collect an equivalent amount of revenue from an occupational license tax, or a utility tax (or both) in combination with the ad valorem tax. Other requirements include annual audits of financial statements and certification of compliance with TRIM.

Funds for the above referenced revenue sources are collected in a trust and net of administrative cost, then are distributed monthly to qualified recipients based on an apportionment formula comprised of three factors: weighted population, sales tax, and relative ability to raise revenue. The State provides estimates each year for budgeting purposes.

Revenues have remained flat for the past few years. The budget for FY16 is based upon estimates provided by the State of Florida.

Half Cent Sales Tax



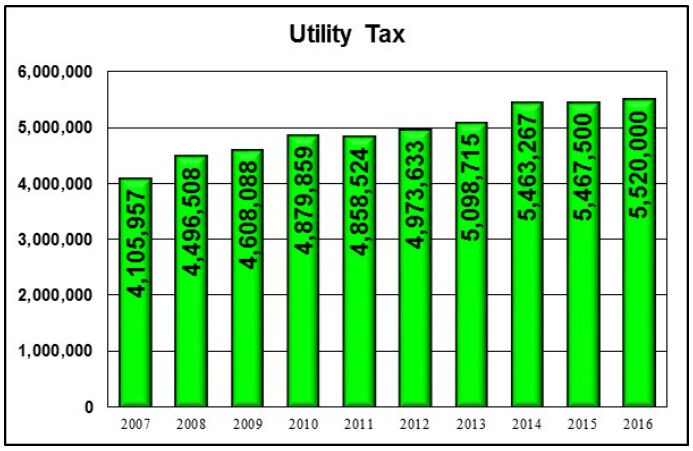
In 1982, the State authorized the Local Government Half Cent Sales Tax Program. The program includes three distributions of state sales tax revenue collected. The ordinary distribution to eligible county and municipal governments is possible due to the transfer of 8.814 percent of net sales tax proceeds to the Local Government Half-cent Sales Tax Clearing Trust Fund. The emergency and supplemental distributions are possible due to the transfer of .095% of net sales tax proceeds to the Trust Fund. The emergency and supplemental distributions are available to select counties that meet certain fiscal-related eligibility requirements.

Like the sales tax itself, the proceeds from the sales tax distributed to local governments are subject to cyclical variations based on the level of economic activity within the particular month. In 1987, the State expanded the base upon which the sales tax is levied by including several services formerly exempted. Effective February 1, 1988, the sales tax on goods was increased to 6%. The current rate in affect for Palm Beach County is 6%. The State provides estimates for budgeting purposes.

SHARED REVENUE COLLECTIONS				
Fiscal Year	**Local Option Gas Tax**	**State Shared Revenue**	**Half Cent Sales Tax**	**Total**
2016 (Budgeted)	325,000	255,000	670,000	**1,250,000**
2015 (Anticipated)	310,000	249,753	657,181	**1,216,934**
2014	310,290	251,252	597,433	**1,158,975**
2013	299,081	249,852	572,763	**1,121,696**
2012	301,240	231,764	546,021	**1,079,025**
2011	301,900	272,936	611,700	**1,186,536**
2010	321,669	250,051	603,022	**1,174,742**
2009	324,077	249,704	602,980	**1,176,761**
2008	337,785	256,460	675,694	**1,269,939**
2007	360,853	263,057	726,402	**1,350,312**
2006	360,210	237,381	832,433	**1,430,024**
2005	222,226	258,703	747,380	**1,228,309**

UTILITY TAX

Pursuant to F.S.166.231, the Town levies a utility tax, or public service tax on the purchase of electricity, metered or bottled gas and water service. The Town levies this tax at the state allowed maximum of 10% for all services.



The Florida Legislature adopted the Communications Tax Simplification law that went into effect on October 1, 2001. This legislation combined the Telecommunications utility tax as well as the Telecommunications franchise fee and cable franchise fee into one tax rate on a broad base of services. The rate is 5.1% plus .12% (additional rate for not charging separate permit fees) totaling 5.22%.

Collections from these taxes vary depending on utility usage. The water and electricity utility tax depends to a great extent on weather conditions. Fluctuations may be experienced from these revenue sources which are beyond the ability of the Town to predict or control. The budget for utility tax is based on historical trends. Recent revenue trends have been positive. Electricity, gas and water utility taxes have exceeded budget expectations.

Utility Tax						
Fiscal Year	Electricity	Communications Services Tax	Water	Gas	Propane	Total
2016 (Budgeted)	2,550,000	1,100,000	1,600,000	260,000	10,000	**5,520,000**
2015 (Anticipated)	2,457,516	1,092,087	1,594,158	312,350	11,028	**5,467,139**
2014	2,568,843	1,030,492	1,616,381	238,984	7,567	**5,463,267**
2013	2,362,068	1,149,952	1,336,302	246,874	3,519	**5,098,715**
2012	2,221,874	1,142,166	1,368,085	232,124	9,384	**4,973,633**
2011	2,172,820	1,178,518	1,287,923	248,209	5,186	**4,892,656**
2010	2,187,115	1,172,387	1,248,114	265,560	6,683	**4,879,859**
2009	2,049,223	1,206,636	1,098,824	243,777	9,628	**4,608,088**
2008	2,060,247	1,475,646	730,479	222,781	7,355	**4,496,508**
2007	2,039,667	1,090,969	733,994	245,057	(3,731)	**4,105,956**
2006	2,035,294	1,111,351	756,825	249,735	14,639	**4,167,844**
2005	1,976,980	1,120,892	811,967	245,599	4,747	**4,160,185**

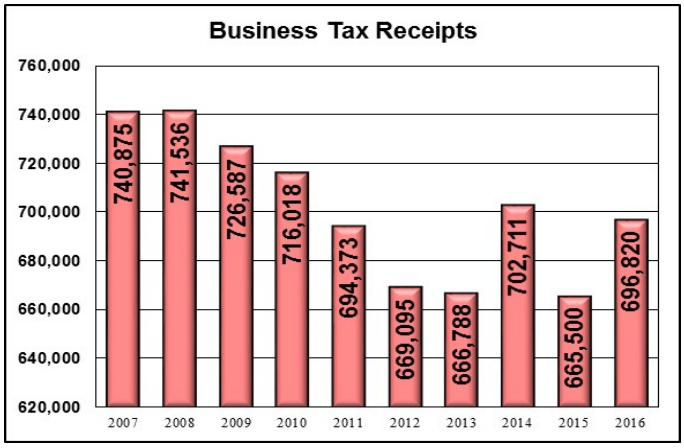
FRANCHISE FEES

Public utilities operating within the Town of Palm Beach must pay to the Town a franchise fee in return for the right to do business within the Town and for the right to use public rights-of-way. The table on the following page shows the two franchise agreements currently in effect. The budget for franchise fees is based upon historical trends.

As mentioned under the Utility Tax section, the Communications Tax Simplification Law eliminated the franchise fees for telephone and cable companies and replaces it with a single rate on a broad base of telecommunication and cable services. The trend in franchise fee revenue is shown in the table on the following page.

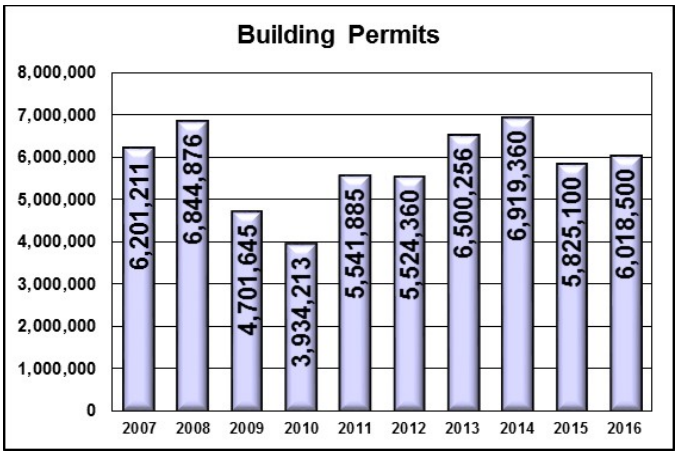
Franchise Fees			
Fiscal Year	Electricity	Gas	Total
Provider	Florida Power and Light	Florida Public Utilities	
Effective Date	4/1/11	4/13/93	
Term	30 years	30 years	
Rate	5.9%	6%	
2016 (Budget)	1,960,000	200,000	**2,160,000**
2015 (Anticipated)	1,866,559	165,000	**2,031,559**
2014	2,012,907	159,633	**2,172,540**
2013	1,872,920	163,145	**2,036,065**
2012	1,900,717	139,727	**2,040,444**
2011	1,884,726	144,218	**2,028,945**
2010	2,009,808	159,993	**2,169,801**
2009	2,225,166	229,066	**2,454,232**
2008	2,217,498	230,046	**2,447,544**
2007	2,244,536	233,951	**2,478,487**
2006	2,146,494	287,317	**2,433,811**
2005	1,758,406	231,574	**1,989,980**

Business Tax Receipts



Any person engaging in or managing any business, occupation or profession, within the limits of the Town of Palm Beach must have a license and pay a Business Tax. All licenses must be secured at the time the business begins operation and are renewed thereafter each October 1. The fee for each license is based on the business in which the entity is engaged. This revenue source has trended downward. A fee increase was approved for FY16. During 2012, a change in state law was adopted that exempts real estate brokers from the tax. The FY12 – FY16 revenues reflect a decrease due to this change. The increase in 2014 is due to the receipt of a significant amount of penalties for late payment.

Building Permits



Permits must be issued to any individual or business that performs construction work within the corporate limits of the Town of Palm Beach. Permits are issued for building, electrical, plumbing, and mechanical construction. The revenue from building permits fluctuates based upon current economic conditions and major construction projects. In FY08, building permit fees were lowered based upon a cost allocation study that was completed during FY07. Due to the downturn in the economy, FY09 and FY10 revenues were significantly lower than historical standards. From FY11 through FY15, revenue from these sources exceeded expectations. This revenue source is budgeted conservatively for FY16 and reflects an improvement in construction activity on the island.

Solid Waste Disposal

Commercial establishments, including apartments, are charged for collection and disposal costs based upon the type of facility being serviced. Town Council, from time to time, will adjust the rate structure to cover anticipated costs. The Solid Waste Authority of Palm Beach County assesses commercial facilities for a portion of their disposal costs while the Town is responsible for the remaining cost.

The Town is the sole provider of garbage service to its residents and commercial properties. Most commercial properties are serviced five times per week, except restaurants which are serviced seven times per week.

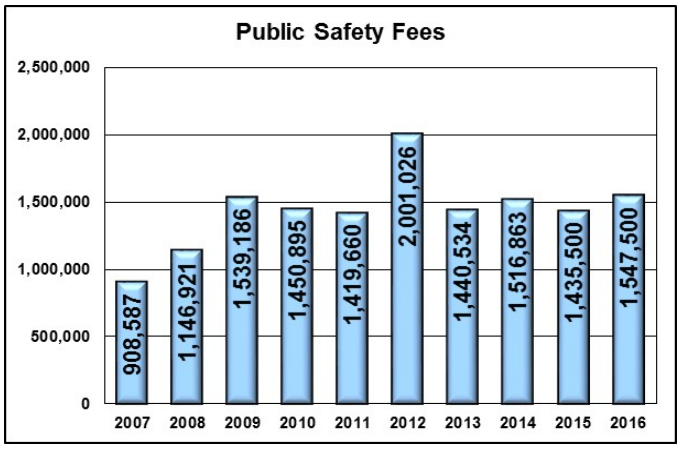
The solid waste disposal charges for commercial properties are billed as a non-ad valorem assessment on the customer's property tax bill.

Public Safety Fees

Public Safety Fees include special detail charges for police and fire-rescue services, alarm registration fees and false alarm fees, fire prevention fees and EMS transport fees.

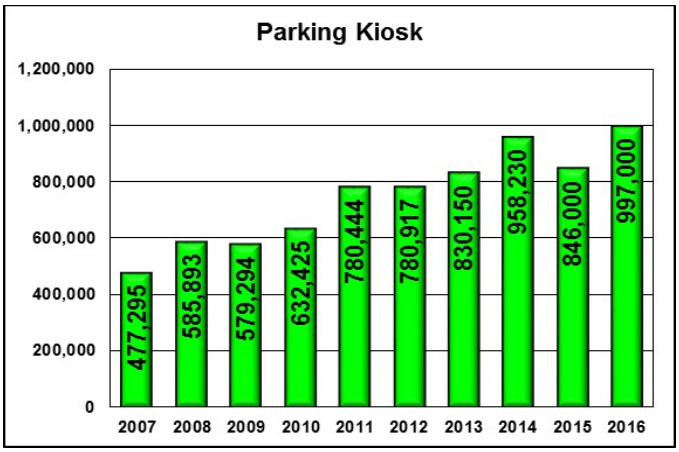
The increase in fees beginning in 2008 is due to the implementation of new fees. In FY08 false alarm charges were increased. In FY09 special detail charges were increased. For

FY12, an increase was approved for EMS transport fees and EMS billing was contracted out in FY13. For FY13, a decrease was approved to special detail fees. Special detail pay is no longer part of the final average compensation calculation for employee pensions, so the cost for the Town to provide the service has been reduced. A reduction in the fee from $90 per hour to $70 per hour was approved. Public safety fees have trended flat in recent years. For FY15, a direct connect alarm service was established for residential customers. The false alarm registration and fee schedule was modified in FY15. The FY16 budget reflects an increase in EMS fees.



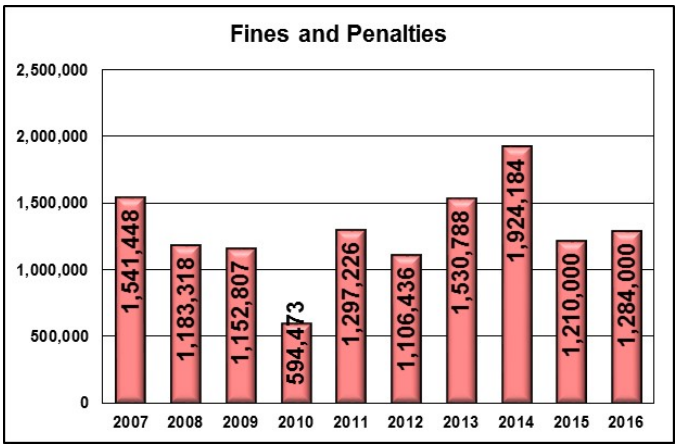
Parking Kiosk Fees

The Town has parking kiosks in various commercial locations in Town. The revenue also includes parking placards that are issued for parking meters on the ocean and on the lake front and a few other select locations. The largest source of revenue from meters is from the ocean front meters at Mid-town beach. This revenue amounts to approximately 60% of the total parking meter revenue. The increase in FY08 is due to the increase in parking meter charges from $1 per hour to $2 per hour. Revenues in FY09 declined due to the reduction of revenue during the installation of new parking kiosks. The increase for FY11 is due to the increase in parking meter charges from $2 to $5 per hour at the meters located at Mid-Town Beach and Phipps Ocean Park. The budget for FY16 is larger than FY15 budget due to higher than expected revenues during the year.



Fines and Penalties

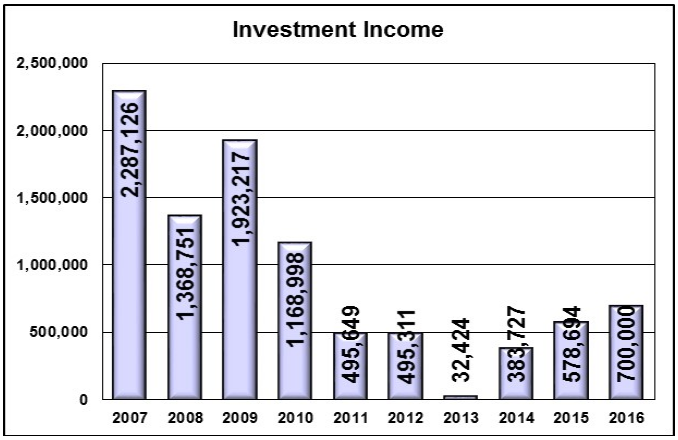
Parking fines, penalties and code enforcement penalties make up a significant portion of this revenue source. Revenues from these sources have increased in recent years due to improved collection efforts. In addition to parking and code compliance fines, right of way parking violation fines, and moving violations are included in this category of revenues. The high revenue collection in FY07 was due to increased intensity of code enforcement efforts resulting in increases in fines due to violations of water restrictions and other code violations. In FY08, fees for parking



tickets were increased to a minimum of $35. The decline in FY10 is due to lower code enforcement fine collection. The increase in FY13 is due to an increase in parking ticket fines of between $50 and $60. The FY14 revenue reflects a large code enforcement violation collection. The budget for code enforcement for FY16 is conservative due to the volatile nature of this revenue source.

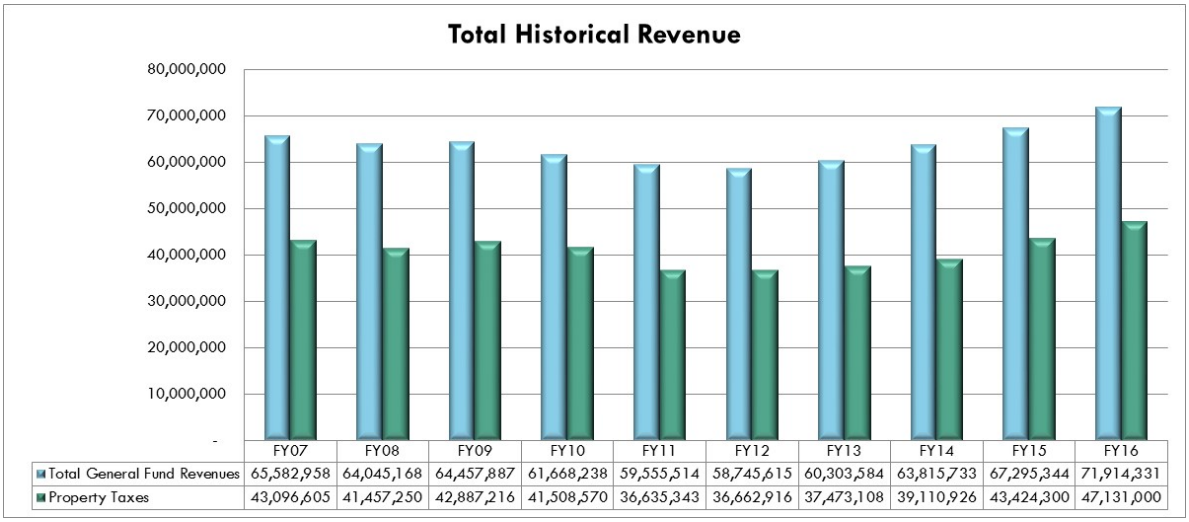
Investment Income

The Town's Investment Advisory Committee oversees the investment of the Town's surplus funds. For FY07, higher rates of return resulted in high returns in investment income. In 2009 the Investment Advisory Committee recommended hiring PFM asset management to manage a portion of the surplus funds. The current historically low rates have caused the decline in revenues. The FY16 budget was based upon current trends.

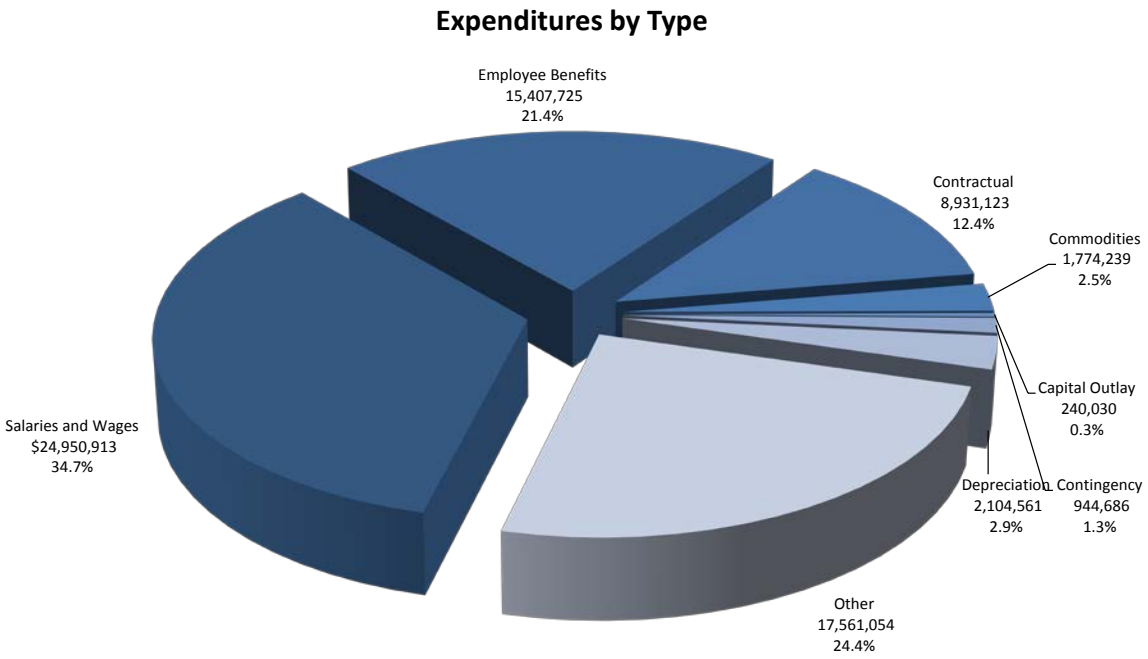


General Fund Revenue Trend Summary

Total General Fund revenues have increased at an average annual rate of 1.48% since FY07. This trend is due to increases in ad valorem revenues, building permit revenues, fine revenue, and one time revenues from the sale of Town owned property, offset by declines from FY09 through FY12, that were mainly due to reductions in property taxes due to decreases in the Town's taxable value and reductions in building permit income. The 10 year trend is shown in the chart below. For FY15 and FY16, revenues increased due to an increase in property taxes to begin to fund the annual requirement for the 10 year Coastal Protection Program.

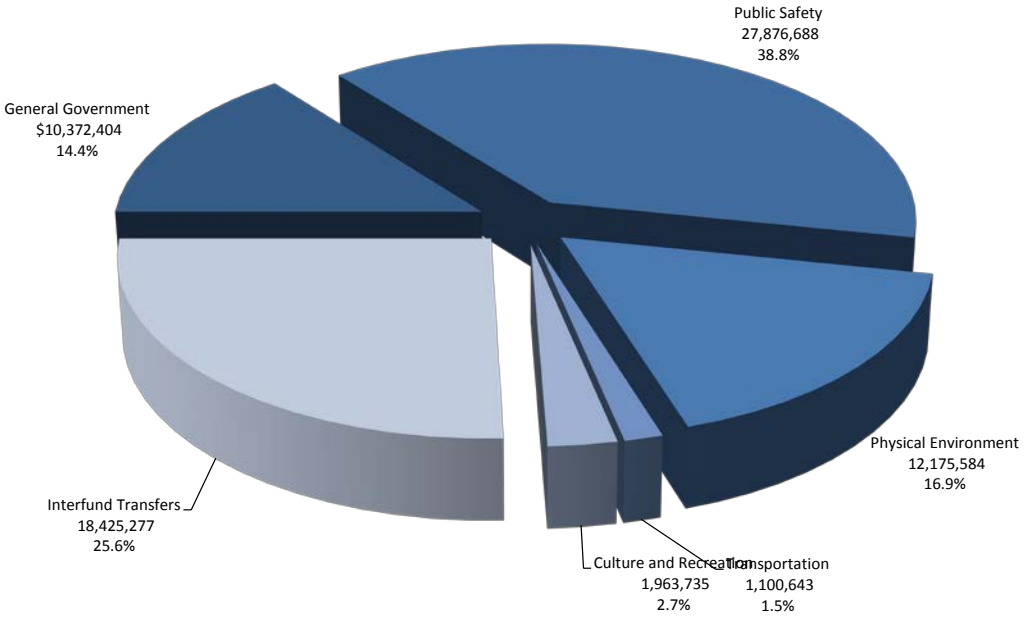


	FY07	FY08	FY09	FY10	FY11	FY12	FY13	FY14	FY15	FY16
Total General Fund Revenues	65,582,958	64,045,168	64,457,887	61,668,238	59,555,514	58,745,615	60,303,584	63,815,733	67,295,344	71,914,331
Property Taxes	43,096,605	41,457,250	42,887,216	41,508,570	36,635,343	36,662,916	37,473,108	39,110,926	43,424,300	47,131,000

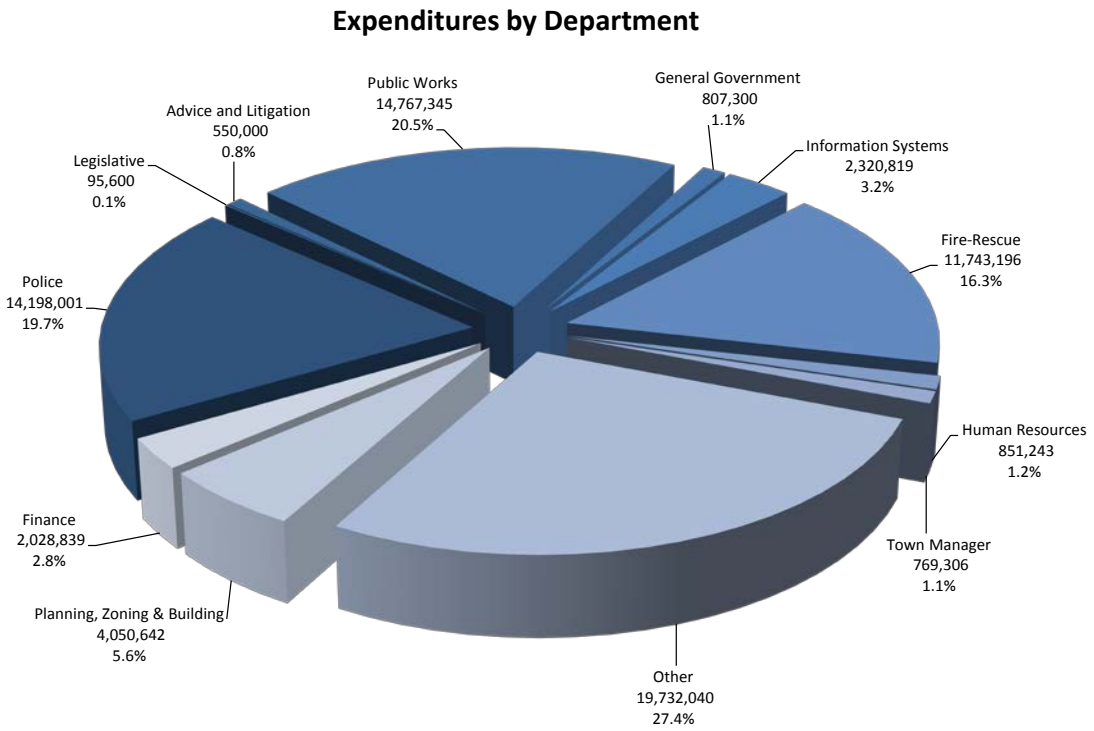


Salaries and Wages	$	24,950,913
Employee Benefits		15,407,725
Contractual		8,931,123
Commodities		1,774,239
Capital Outlay		240,030
Contingency		944,686
Depreciation		2,104,561
Other		17,561,054
	$	71,914,331

Expenditures by Function



General Government	$	10,372,404
Public Safety		27,876,688
Physical Environment		12,175,584
Transportation		1,100,643
Culture and Recreation		1,963,735
Interfund Transfers		18,425,277
	$	71,914,331



Police	14,198,001
Legislative	95,600
Advice and Litigation	550,000
Public Works	14,767,345
General Government	807,300
Information Systems	2,320,819
Fire-Rescue	11,743,196
Human Resources	851,243
Town Manager	769,306
Other	19,732,040
Planning, Zoning & Building	4,050,642
Finance	2,028,839
	$ 71,914,331

Program		FY2014 Actual	FY2015 Budget	FY2015 Adjusted*	FY2015 Projected	FY2016 Budget	% Change	% of Total GF Budget
LEGISLATIVE	111	118,693	95,600	283,002	282,702	95,600	0.00%	0.13%
GENERAL GOVERNMENT	113	651,573	833,100	846,950	833,100	807,300	-3.10%	1.12%
TOWN MANAGER'S OFFICE	121	808,946	826,728	826,728	826,728	769,306	-6.95%	1.07%
ADVICE & LITIGATION	122	430,960	529,812	551,368	551,368	550,000	3.81%	0.76%
INFORMATION SYSTEMS	125	2,030,635	2,210,216	2,232,109	2,209,190	2,320,819	5.00%	3.23%
HUMAN RESOURCES	123	606,116	835,408	867,386	835,408	851,243	1.90%	1.18%
FINANCE								
Records Management	131	321,181	316,520	323,480	340,222	368,287	16.36%	0.51%
Financial Management	141	1,006,962	983,777	984,127	960,690	1,023,699	4.06%	1.42%
Purchasing	144	558,994	628,931	629,301	620,981	636,853	1.26%	0.89%
		1,887,137	1,929,228	1,936,908	1,921,893	2,028,839	5.16%	2.82%
PLANNING/ZONING/BUILDING								
Planning & Zoning	211	595,122	639,316	664,326	700,531	743,213	16.25%	1.03%
Permit Issuance	212	922,549	1,190,785	1,283,224	1,242,607	1,261,398	5.93%	1.75%
Inspection/Compliance	213	1,210,975	1,215,516	1,264,624	1,242,133	1,274,087	4.82%	1.77%
Landmarks Preservation	214	169,294	157,581	216,498	216,081	156,840	-0.47%	0.22%
Fire Prevention	215	350,715	359,597	359,597	359,597	312,807	-13.01%	0.43%
Code Enforcement	216	307,497	299,240	299,312	262,359	302,297	1.02%	0.42%
		3,556,152	3,862,035	4,087,581	4,023,308	4,050,642	4.88%	5.63%
LIBRARY SERVICES	321	297,659	306,580	306,580	306,580	315,777	3.00%	0.44%
FIRE-RESCUE								
Fire Administration	411	615,931	626,573	628,648	626,573	564,788	-9.86%	0.79%
Operations	417	9,285,614	9,823,892	9,824,431	9,823,892	10,162,674	3.45%	14.13%
Training	418	309,423	313,590	326,960	313,590	301,866	-3.74%	0.42%
Beach Rescue	419	645,825	722,431	722,431	717,249	713,868	-1.19%	0.99%
		10,856,793	11,486,486	11,502,470	11,481,304	11,743,196	2.23%	16.33%
POLICE								
Administrative Management	421	970,502	932,867	937,423	803,418	945,893	1.40%	1.32%
Org Crime/Vice/Narcotics	422	548,057	721,112	721,710	630,400	766,670	6.32%	1.07%
Records Information Systems	423	194,618	187,185	187,185	187,807	187,708	0.28%	0.26%
Training/Per/Pub Enf	424	248,045	268,636	268,636	275,385	281,203	4.68%	0.39%
Communications	425	1,358,754	1,539,441	1,549,738	1,499,611	1,575,493	2.34%	2.19%
Crime Scene/Evidence	426	190,275	206,086	207,254	196,006	202,700	-1.64%	0.28%
Patrol Services	428	7,841,826	8,134,846	8,147,066	7,904,135	8,558,071	5.20%	11.90%
Criminal Investigation	429	953,029	1,058,507	1,058,543	1,002,687	1,046,854	-1.10%	1.46%
Parking Control	430	582,646	640,306	641,906	580,387	633,409	-1.08%	0.88%
		12,887,752	13,688,986	13,719,461	13,079,836	14,198,001	3.72%	19.74%
PUBLIC WORKS								
Administrative Management	511	887,758	996,273	997,273	996,273	1,075,809	7.98%	1.50%
Street Repair/Maintenance	521	341,706	355,260	368,543	355,260	364,163	2.51%	0.51%
Traffic Control	523	204,002	242,645	242,945	242,645	287,034	18.29%	0.40%
Streeet Lighting	524	402,790	430,052	437,160	430,052	449,446	4.51%	0.62%
Storm Sewer Maintenance	531	867,164	844,618	854,848	844,618	858,429	1.64%	1.19%
Sanitary Sewer Maintenance	532	1,265,840	1,454,892	1,470,800	1,454,892	1,461,130	0.43%	2.03%
Sanitary Sewer Treatment	533	1,472,144	1,834,000	1,844,878	1,834,000	1,805,500	-1.55%	2.51%
Residential Collection	541	925,283	1,020,620	1,020,620	1,020,620	851,912	-16.53%	1.18%
Commercial Collection	542	912,628	972,877	972,877	972,877	1,093,039	12.35%	1.52%
Refuse Disposal	543	40,553	50,000	50,000	50,000	50,000	0.00%	0.07%
Yard Trash Collection	544	1,754,238	1,804,167	1,837,080	1,804,167	1,888,659	4.68%	2.63%
Recycling	545	316,484	274,266	274,266	274,266	341,296	24.44%	0.47%
Beach Cleaning	546	99,785	102,912	102,912	102,912	102,218	-0.67%	0.14%
Parks	551	1,298,449	1,311,356	1,399,699	1,311,356	1,388,900	5.91%	1.93%
Facilities Maintenance	554	932,647	1,045,464	1,116,590	1,045,464	1,074,120	2.74%	1.49%
Parking Meter Maint & Collections	558	170,764	198,826	207,205	198,826	176,339	-11.31%	0.25%
General Engineering Services	561	625,528	635,452	766,067	635,452	661,628	4.12%	0.92%
Right of Way Inspections	565	120,998	142,162	142,162	142,162	139,203	-2.08%	0.19%
Equip Operations/Maintenance	571	591,449	639,961	644,274	639,961	698,520	9.15%	0.97%
Coastal Management	581	224,958	-	175,869	-	-	0.00%	0.00%
		13,455,168	14,355,803	14,926,068	14,355,803	14,767,345	2.87%	20.53%
TRANSFER TO OTHER FUNDS								
Cap Impr Program (307/308/310/320)	611	1,000,000	1,000,000	1,000,000	1,000,000	1,030,000	3.00%	1.43%
Coastal Protection Fund (309)	611	7,200,000	4,777,000	4,777,777	4,777,000	8,015,220	67.79%	11.15%
Debt Service Fund (205))	612	6,100,000	6,100,000	6,100,000	6,100,000	6,265,462	2.71%	8.71%
Group Health Retirees (610)	621	1,506,000	1,577,000	1,577,000	1,577,000	1,180,000	-25.17%	1.64%
Risk-W/C,Liab,Prop (501)	622	1,876,000	1,925,362	1,925,362	1,925,362	1,934,595	0.48%	2.69%
Employee Retirement Fund (600)	624	-	-	-	-	-	0.00%	0.00%
		17,682,000	15,379,362	15,380,139	15,379,362	18,425,277	19.81%	25.62%
EMERGENCY/DISASTER RESPONSE	710	12,314	47,000	47,000	47,000	46,300	-1.49%	0.06%
CONTINGENT APPROPRIATIONS	711	-	909,000	727,000	-	944,686	3.93%	1.31%
General Operating Fund (001) Total		47,599,898	51,915,982	52,860,611	50,754,220	53,489,054	3.03%	74.38%
Transfers to Other Funds		17,682,000	15,379,362	15,380,139	15,379,362	18,425,277	19.81%	25.62%
TOTAL GENERAL FUND		65,281,898	67,295,344	68,240,750	66,133,582	71,914,331	6.86%	100.00%

*FY14 Adjusted includes FY14 adopted budget plus purchase orders written against the FY13 budget but spent against the FY14 budget.

Legislative

PROGRAM: LEGISLATIVE 111

Pursuant to the Town's Charter, the Mayor and Town Council are elected at large by the electors of the Town. The Town Council enacts ordinances and resolutions, reviews and adopts the annual budget, and establishes policies and other measures which promote the general welfare of the Town and protect the health and safety of its citizens. Town Council members are elected for two-year terms, two in odd numbered years and three in even numbered years. The Mayor runs in odd numbered years for a two-year term and is not a voting member of the Council, but may vote to break a tie and may veto ordinances and resolutions, subject to Town Council override. Elected officials serve without pay.

This program also includes funding allocations for lobbying services and Mayor and Town Council interaction with other government related agencies. These agencies include the Palm Beach County League of Cities, the Florida League of Cities, the Countywide Intergovernmental Coordination Program, and other local, State and Federal government organizations. Formal and informal interaction with other government representatives improves existing information exchange networks, and enables Town officials to provide better services to the community and protect the Town's interests in Federal, State, and County legislative and administrative matters.

Expenditure Summary

	FY2013 Actual	FY2014 Actual	FY2015 Budget	FY2015 Adjusted*	FY2015 Projected	FY2016 Budget	% Change
Salaries and Wages	-	-	-	-	-	-	0.00%
Employee Benefits	-	-	-	-	-	-	0.00%
Contractual	50,386	108,238	83,100	270,502	270,202	88,100	6.02%
Commodities	9,573	10,455	12,500	12,500	12,500	12,500	0.00%
Capital Outlay	-	-	-	-	-	-	0.00%
Depreciation	-	-	-	-	-	-	0.00%
Other	-	-	-	-	-	-	0.00%
TOTALS	59,959	118,693	95,600	283,002	282,702	100,600	5.23%

*FY15 Adjusted includes FY15 adopted budget plus purchase orders w ritten against the FY14 budget but spent against the FY15 budget.

General Government

PROGRAM: GENERAL GOVERNMENT 113

In accordance with Florida's Uniform Accounting System Manual, this program represents the cost of general government services and activities which are not specifically or reasonably classified elsewhere within departmental program classifications of the Town's General Fund budget. The majority of the activities in this program are overseen by the Town Manager's Office.

Expenditure Summary

	FY2013 Actual	FY2014 Actual	FY2015 Budget	FY2015 Adjusted*	FY2015 Projected	FY2016 Budget	% Change
Salaries and Wages	540,964	555,971	595,400	592,400	595,400	589,400	-1.01%
Employee Benefits	(623)	277	45,500	45,500	45,500	45,100	-0.88%
Contractual	83,398	95,325	192,200	209,050	192,200	174,700	-9.11%
Commodities	-	-	-	-	-	-	0.00%
Capital Outlay	-	-	-	-	-	-	0.00%
Depreciation	-	-	-	-	-	-	0.00%
Other	-	-	-	-	-	-	0.00%
TOTALS	623,739	651,573	833,100	846,950	833,100	809,200	-2.87%

*FY15 Adjusted includes FY15 adopted budget plus purchase orders written against the FY14 budget but spent against the FY15 budget.

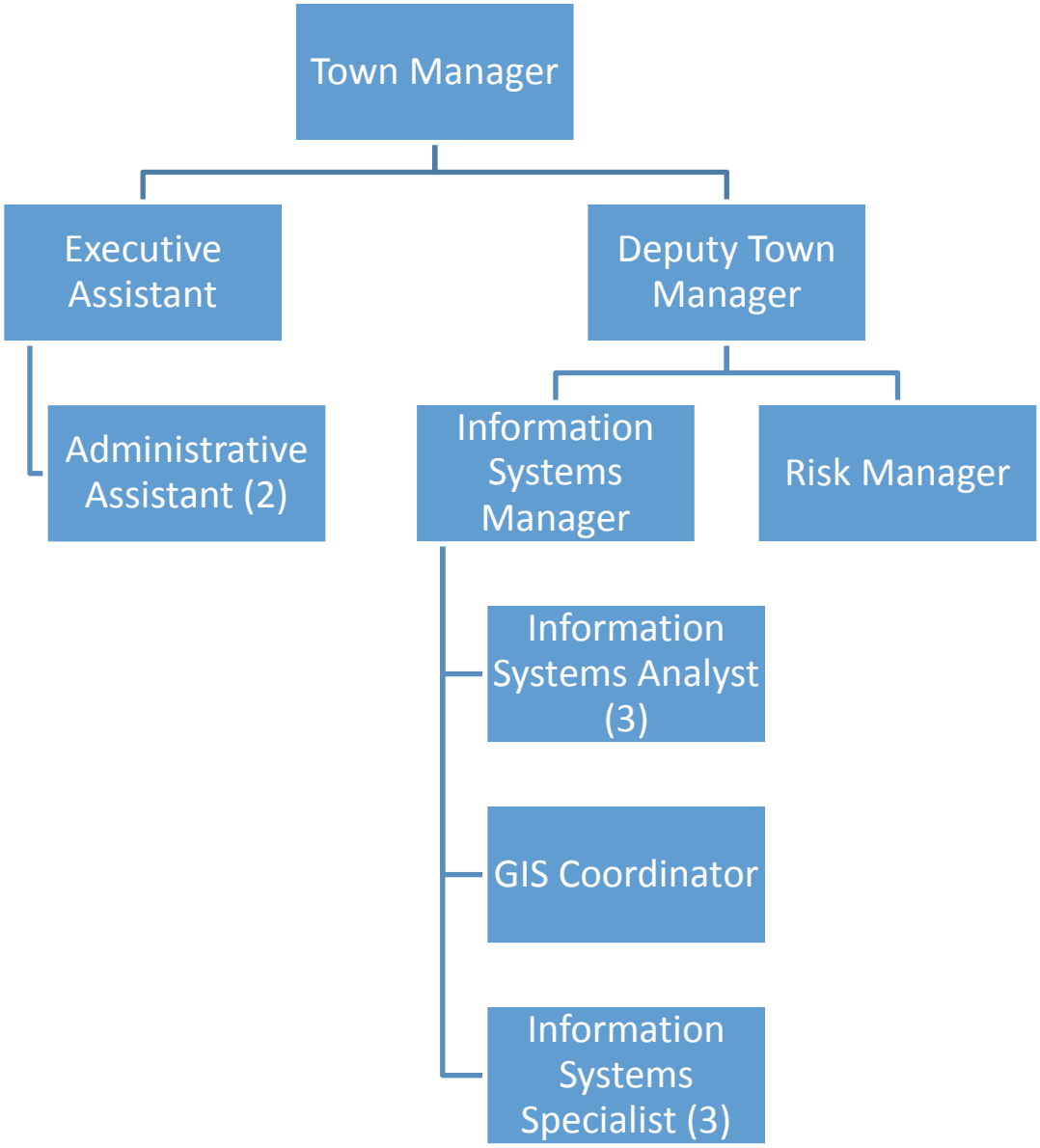
Salaries and Wages:
The cost of compensated absences (accrued vacation and sick leave) as projected by the Finance Department.

Employee Benefits:
The cost of FICA associated with payment of compensated absences as projected by the Finance Department.

Contractual:
A new appropriation for employee events has been added in lieu of external sponsorship of the annual employee appreciation picnic. This has been offset by a decrease in the budget for the Inspector General.

Town Manager

MISSION: The Town Manager's Office is dedicated to effectively advising the Mayor and Town Council regarding policy formation; keeping the Mayor, Town Council and community informed on Town government issues of importance; and setting overall administrative direction for all operating departments. The Town Manager, as the primary administrative official of the Town, provides the linkage between the policies set by the Mayor and Town Council and the operations of the Town staff.



Town Manager's Office FY2016 Goals

Town Manager's Office Goal #1 Continue with adoptions of the 10 Year Beach Management Program. FY2016 goals include sand placement in Reaches 7 and 8, extend Corps disposal area in Reach 2 and begin multi-year groin rehabilitation process. Re-assess plan to consider dredge vs mined sand. How to pay for groins timelines. Results of EIS.
Review updated 10 Year Beach Management Plan with the Shore Protection Board and Town Council. Successfully re-nourish Reach 7 with dune work in Reach 8, if possible. Work with Shore Protection Board and Town Council on feasibility of proposed groin rehabilitation program. Continue with completion of the Reach 8 EIS.
Town Manager's Office Goal #2 Prepare the FY16 budget with no millage (property tax) rate increase.
Achieved.
Town Manager's Office Goal #3 Develop a financing plan for the Townwide undergrounding utilities project.
Financing Plan is completed. Referendum for Double-Barreled General Obligation Bonds scheduled for March 15, 2016.

PROGRAM: ADMINISTRATIVE MANAGEMENT 121

Mission: Town Manager's Office provides oversight and direction to all Town departments to promote continuous improvement of service delivery consistent with Town Council policy.

Main Activities:

- Advise Mayor and Town Council and assist them in the adoption of sound policy decisions.
- Promote the Town's vision/values.
- Communicate clearly and continuously with residents, elected officials, staff, and others both inside and outside the community.
- Monitor and manage staff progress on Town programs and projects.
- Deliver exceptional customer service to residents, elected officials, staff, and others both inside and outside the community.

Expenditure Summary

	FY2013 Actual	FY2014 Actual	FY2015 Budget	FY2015 Adjusted*	FY2015 Projected	FY2016 Budget	% Change
Salaries and Wages	527,904	565,896	567,847	567,847	567,847	531,465	-6.41%
Employee Benefits	193,422	226,609	233,381	233,381	233,381	213,841	-8.37%
Contractual	8,385	9,364	16,700	16,700	16,700	16,700	0.00%
Commodities	6,168	7,077	8,800	8,800	8,800	8,800	0.00%
Capital Outlay	-	-	-	-	-	-	0.00%
Depreciation	-	-	-	-	-	-	0.00%
Other	-	-	-	-	-	-	0.00%
TOTALS	735,879	808,946	826,728	826,728	826,728	770,806	-6.76%

*FY15 Adjusted includes FY15 adopted budget plus purchase orders written against the FY14 budget but spent against the FY15 budget.

Salaries and Wages:
The proposed budget for salaries and wages includes performance based merit pay increases. Decrease is associated with salary changes for new Town Manager and elimination of .10 FTE of the Director of Recreation and Special Projects position.

Employee Benefits:
Employee benefit costs include the health insurance program and the hybrid pension plan.
Decrease is associated with reduction of longevity pay due to the retirement of the former Town Manager.

Full Time Equivalent Employees	FY2012	FY2013	FY2014	FY2015	FY2016
Town Manager	1.000	1.000	1.000	1.000	1.000
Deputy Town Manager	1.000	1.000	1.000	1.000	1.000
Director of Recreation and Special Projects	0.100	0.100	0.100	0.100	-
Executive Assistant	1.000	1.000	1.000	1.000	1.000
Administrative Assistant	2.000	2.000	2.000	2.000	2.000
	5.100	5.100	5.100	5.100	5.000

Advice and Litigation

PROGRAM: ADVICE AND LITIGATION 122

The Town Attorney advises the Town's elected officials and staff regarding legal matters concerning the Town of Palm Beach. The Town Attorney represents the Town in lawsuits, hearings, and other litigation matters and prepares contracts, deeds, ordinances, resolutions and other legal instruments for the Town. The Town Attorney, or his designee, attends Town Council, Architectural Commission, Code Enforcement Board, Landmarks Preservation Commission, Planning and Zoning Commission and other Town meetings to provide legal advice and direction regarding issues related to the deliberations of the Mayor, Town Council, Boards and Commissions. The Town Attorney is a contractual position serving at the pleasure of the Town Council. This program also includes funding for special counsel who advises and represents the Town in all collective bargaining, other labor related issues, and miscellaneous Town matters.

Expenditure Summary

	FY2013 Actual	FY2014 Actual	FY2015 Budget	FY2015 Adjusted*	FY2015 Projected	FY2016 Budget	% Change
Salaries and Wages	-	-	-	-	-	-	0.00%
Employee Benefits	-	-	-	-	-	-	0.00%
Contractual	538,451	430,960	529,812	551,368	551,368	551,200	4.04%
Commodities	-	-	-	-	-	-	0.00%
Capital Outlay	-	-	-	-	-	-	0.00%
Depreciation	-	-	-	-	-	-	0.00%
Other	-	-	-	-	-	-	0.00%
TOTALS	538,451	430,960	529,812	551,368	551,368	551,200	4.04%

*FY15 Adjusted includes FY15 adopted budget plus purchase orders written against the FY14 budget but spent against the FY15 budget.

Information Systems

PROGRAM: INFORMATION SYSTEMS 125

Mission: This division exists to maximize the capacity of information systems and technology to leverage human potential in service to the Town of Palm Beach.

Main Activities: The most important things we do to fulfill the mission are:

- Provide support and services to each department allowing them to best perform their jobs
- Provide the technology needed to give the Town the most efficient means to serve the community
- Support collaboration of emerging technology among Town personnel and residents
- Keep an electronic and technologic consensus between Town employees that allows for a more educated, informed and connected government
- Centralized systems support, service, programming and server high availability
- PC maintenance, upgrades, software concurrency
- Coordinate, regulate and educate regarding all computer, telephone and electronic systems
- Coordinate the continued implementation of replacement computers and systems as required.
- Oversee GIS Systems Activities and assist Departments with the use of these systems

Expenditure Summary

	FY2013 Actual	FY2014 Actual	FY2015 Budget	FY2015 Adjusted*	FY2015 Projected	FY2016 Budget	% Change
Salaries and Wages	507,812	524,322	683,162	683,162	682,120	687,278	0.60%
Employee Benefits	226,625	265,708	341,825	341,825	341,841	332,753	-2.65%
Contractual	670,587	735,963	785,629	807,522	785,629	874,500	11.31%
Commodities	87,190	118,373	136,800	136,800	136,800	126,800	-7.31%
Capital Outlay	4,476	150,349	15,000	15,000	15,000	15,000	0.00%
Depreciation	315,902	235,920	247,800	247,800	247,800	289,488	16.82%
Other	-	-	-		-	-	0.00%
TOTALS	1,812,592	2,030,635	2,210,216	2,232,109	2,209,190	2,325,819	5.23%

*FY15 Adjusted includes FY15 adopted budget plus purchase orders written against the FY14 budget but spent against the FY15 budget.

Salaries and Wages:
The proposed budget for salaries and wages includes performance based merit pay increases.

Employee Benefits:
Employee benefit costs include the health insurance program and the hybrid pension plan.

Contractual:
There were increases in software maintenance due to the implementation of new modules in the Human Resources software and the consolidation of software maintenance for other departments within the Town into the Information Systems Budget. There was also an increase in hardware maintenance to cover the equipment in council chambers and to cover maintenance on the Police Camera System.

Commodities:
There was a $10,000 decrease in software for FY16

Full Time Equivalent Employees	FY2012	FY2013	FY2014	FY2015	FY2016
Information Systems Manager	1.000	1.000	1.000	1.000	1.000
Systems Analyst	1.000	1.000	1.000	3.000	3.000
GIS Coordinator	1.000	1.000	1.000	1.000	1.000
Information Systems Specialist	3.000	3.000	3.000	3.000	3.000
	6.000	6.000	6.000	8.000	8.000

Fiscal Year 2016 Goals and Performance Measures

Information Systems Goal #1 Provide 100% Systems Availability, timely response to service requests, knowledgeable support and productive solutions.

OBJECTIVES:

- **Track downtime %, Manage work order completions and maintain the knowledge base of IS Staff in order to support the Town needs in a productive manner.**

Performance Measures					
Effectiveness/Output Measures:	**Actual FY12**	**Actual FY13**	**Actual FY14**	**Actual FY15**	**Projected FY16**
Systems Availability	99%	99%	98	98%	98%
Average Work Order Response time	48 hours	48 hours	36 hours	40 Hours	36 Hours
Work Orders Completed	1526	1418	1559	1623	1756`
IS Staff Training	200 hours	320 hours	200 hours	300 hours	300 hours

Information Systems Goal #2 Assure data integrity and security

OBJECTIVES:

- **Protection systems in place such as anti-virus, firewalls, password policies, folder and file access control, network level separation and strict adherence to Town and Other security policies.**

Performance Measures					
Effectiveness/Output Measures:	**Actual FY12**	**Actual FY13**	**Actual FY14**	**Actual FY15**	**Projected FY16**
Virus Activity	3	2	3	2	3
Firewall issues	0	0	0	1	0
Policy Violations	0	0	5	1	1

Information Systems Goal #3 - Implement a new Applicant Tracking System for Human Resources.

OBJECTIVES:

- **Create a scope of work, request bids, evaluate software proposals, review software demonstrations and implement the selected system**

Performance Measures	
Effectiveness/Output Measures:	**Projected FY16**
Bid process and evaluation	December 2015
Implementation	Spring 2016

Information Systems Goal #4 – Implement a new Network Firewall and Intrusion Detection System.

Objectives:

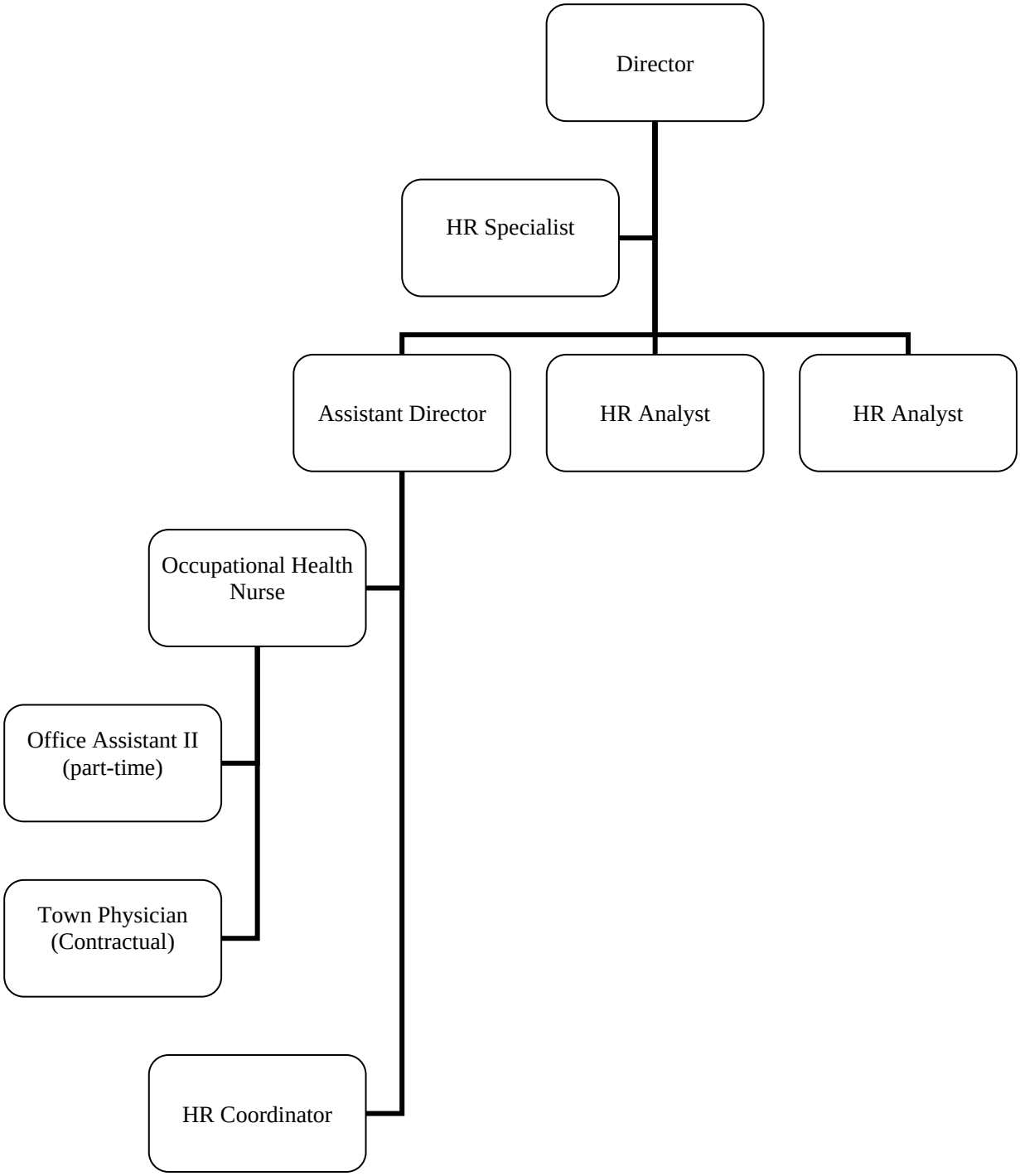
- **Work within the Office of Information Systems to design and implement.**

Performance Measures	
Effectiveness/Output Measures:	**Projected FY16**
Evaluation and Bid Process	December 2014
Implementation	Completed by March 2015

Information Systems Productivity Measures

Effectiveness/Output Measures:	**Actual FY12**	**Actual FY13**	**Actual FY14**	**Actual FY15**	**Projected FY16**
Monitor All network and server activity via automated systems to be proactive in fixing issues.	Yes	Yes	Yes	Yes	Yes
Automate password and security changes via domain policy	Yes	Yes	Yes	Yes	Yes
Implement a new policies via the Auxis Audit.			Yes	yes	yes

Human Resources


Director
HR Specialist
Assistant Director
HR Analyst
HR Analyst
Occupational Health Nurse
Office Assistant II (part-time)
Town Physician (Contractual)
HR Coordinator

Human Resources Department FY2016 Goals

Human Resources Department Goal #1: Manage the employee health insurance program in a manner that provides quality program resources in a legally compliant and fiscally responsible manner.

OBJECTIVES:

- **Partner with Willis of Florida in order to evaluate the insurance program, identify the most cost-effective deliverables from insurance vendors, and ensure quality health insurance options.**
- **Build an employee wellness program focused on education in the top risk areas identified through employee participation in the annual wellness screenings.**

Human Resources Department Goal #2: Maintain a comprehensive training program that supports and develops staff competencies for their current roles and the roles they may serve in the future as leaders in the organization.

OBJECTIVES:

- **Ensure employees and supervisors are provided training and continuing education on all legal employment related matters.**
- **Evaluate recent and current training programs and ensure future offerings align with job-related competencies.**

Human Resources Department Goal #3: Manage an efficient recruitment and on-boarding program that provides opportunities for the expedient selection and placement of quality applicants

OBJECTIVES:

- **Evaluate current recruitment processes and identify efficiencies to reduce the turnaround time between job postings and job placement.**
- **Identify and implement enhancements to the applicant screening and interview process in order to distinguish between good candidates and great candidates as future Town of Palm Beach employees.**

Human Resources Department Goal #4: Provide retirement program education opportunities for all staff.
OBJECTIVES: • **Provide individual retirement education for all new hires that includes explanation of the plan design and investment options for their desired retirement target.** • **Ensure all current and future employees have access to a wide variety of retirement education programs and resources, to include a retirement calculator, that will assist employees in developing a retirement plan based on their target retirement goals.**

PROGRAM: HUMAN RESOURCES 123

Main Activities: The most important things we do to fulfill the Town's mission are to provide cost effective and competitive compensation and benefit plans to employees; shield the Town from costly litigation related to employment issues; and provide support to employees, which enables them to serve the Town with pride.

Expenditure Summary

	FY2013 Actual	FY2014 Actual	FY2015 Budget	FY2015 Adjusted*	FY2015 Projected	FY2016 Budget	% Change
Salaries and Wages	327,558	346,232	383,001	383,001	383,001	412,705	7.76%
Employee Benefits	137,265	154,659	185,392	186,282	185,392	204,299	10.20%
Contractual	147,018	94,155	258,506	289,594	258,506	227,426	-12.02%
Commodities	20,930	10,393	7,832	7,832	7,832	7,836	0.05%
Capital Outlay	-	-	-	-	-	-	0.00%
Depreciation	677	677	677	677	677	677	0.00%
Other	-	-	-	-	-	-	0.00%
TOTALS	633,448	606,116	835,408	867,386	835,408	852,943	2.10%

*FY15 Adjusted includes FY15 adopted budget plus purchase orders written against the FY14 budget but spent against the FY15 budget.

Salaries and Wages:
The proposed budget for salaries and wages includes performance based merit pay increases. Cost sharing to the funding for the Occupational Health & Wellness Nurse with the Town's health insurance and workers' compensation programs was created as both programs have a long history of being served by this position. An additional Human Resources Analyst (1.0 FTE) was requested in the proposed budget in order to obtain additional resources to manage the existing and expected volume increase in turnover, develop new recruitment and retention programs, coordinate and deliver essential training (competency, compliance, leadership and retirement plan education), and identify and implement additional efficiencies to existing services/operations.

Employee Benefits:
Employee benefit costs include the health insurance program and the hybrid pension plan. Increase also due to the addition of a Human Resources Analyst.

Contractual:
The proposed budget for contractual includes an adjustment to the employee training program and cost sharing of the contracted physician services with the Town's health insurance and workers' compensation programs due to the services rendered.

Commodities:
Changes in this area are de minimis and due to improved sourcing of clinical supplies.

Full Time Equivalent Employees	FY2012	FY2013	FY2014	FY2015	FY2016
Director of Human Resources	0.800	0.776	0.776	0.776	0.776
Assistant Director	0.600	0.600	0.600	0.600	0.600
Occupational Health Nurse	1.000	1.000	1.000	1.000	0.500
Human Resources Analyst	0.900	0.900	0.900	0.900	1.900
HR Coordinator	0.350	0.350	0.350	0.350	0.350
HR Assistant	0.500	0.375	0.375	0.630	0.625
Office Assistant II/Clinic	0.370	0.375	0.375	0.375	0.375
	4.520	4.376	4.376	4.631	5.126

Human Resources Fiscal Year 2015 Accomplishments
❖ Coordinated and delivered retirement education programs including individual meetings for all new hires providing for an overview of the hybrid retirement plan, 1:1 meetings for existing employees, and group informational sessions focused on investing, budget management, and retirement planning.
❖ Promoted National Save for Retirement Week by providing all employees with access to ICMA-RC retirement planning tools, webinars, and informational articles.
❖ Ensured compliance with required Palm Beach County Commission on Ethics training and disclosures for all new hires and current employees.
❖ Developed a bi-monthly Supervisory Newsletter in order to provide updates on relevant employment laws, Town policies, opportunities for improved coaching, and overall employee performance management.
❖ Provided a concentrated workshop for Public Works supervisors on effective employee relationship and performance management using coaching techniques.
❖ Identified needs for personalized supervisory training and worked with respective Department Directors to implement one-on-one coaching via a consultant for select supervisors.
❖ Implemented the Predictive Index behavioral assessment system within recruitment and organizational development, improving the identification of behavioral attributes required for positions and the candidates who possess those necessary characteristics.
❖ Implemented an electronic recruitment scheduling system creating efficiencies in scheduling interviews, testing, and candidate communications during the recruitment process.
❖ Worked with internal clients to identify acceptable changes to the pre-employment background process which created efficiencies and improved turnaround time between conditional and final job offers, without jeopardizing the integrity of hiring standards. improvements
❖ Adopted changes to the Town's recruitment process in order to ensure compliance with changes to Veteran's Preference in accordance with Florida State Statutes.
❖ Ensure on-going compliance with employment laws and communication of such changes to employees including changes to the Americans with Disability Act and its Amendments, collection of social security numbers, and Commission of Ethics reporting.
❖ Performed a detailed operational and service analysis of the Town Clinic in order to determine best use of fiscal and personnel resources.
❖ Worked with third party vendor to maintain essential clinic services such as pre-employment drug screens, random testing, and physicals in the absence of a on-site clinician.
❖ Maintained level funding for the third fiscal year for the Town's employee health insurance program.
❖ Provided personal assistance to employees choosing to enroll in the Town's insurance wellness program, ensured FloridaBlue contacted participants based on medical necessity, and maintained a greater than 90% participation rate for the second consecutive year.
❖ Completed a market analysis and review of a prescription plan vendor for the Town's insurance program in order to effectively provide for the group needs while maximizing rebates and identifying savings resulting in a successful transition to a new vendor with little to no reported issues.

Fiscal Year 2016 Goals and Performance Measures

Human Resources Goal #1 – Manage the employee health insurance and wellness program in a manner that provides quality program resources in a legally compliant and fiscally responsible manner.

Performance Measures					
Effectiveness/Output Measures:	**Actual FY12**	**Actual FY13**	**Actual FY14**	**Actual FY15**	**Projected FY16**
Total Fiscal Year End Health Insurance Plan Cost	$5,408,915	$5,366,120	$5,120,149	$5,478,831*	$5,848,789
% Change in Total Health Insurance Plan Cost	0.6%	-0.8%	0.9%	7%	6.75%
Average annual insurance plan enrollment (employees and retirees)	475	456	448	441	441
Town Cost per employee/retiree per year based on total plan costs less employee/retiree contributions	$7,575	$8,027	$7,623.96	$8,506*	$9,345
Number of wellness meetings and/or programs offered	9	3	12	0	6
Number of benefit trainings offered to new employees	9	42	51	44	46
Number of Open Enrollment meetings held	4	4	8	8	8
Number of Open Enrollment and/or other benefit changes processed	449	297	846	681	575
Number of claim issues managed	n/a	109	96	118	108
Number of FMLA requests processed	81	74	36	70	65
Average number of days for claim issue resolution	n/a	1.5	1	1	1
Number of occupational clinic visits (non-workers compensation)	820	605	418	N/A	614
Number of Drug and Alcohol Free Workplace Tests Administered (includes pre-employment, DOT/random, and reasonable suspicion)	114	165	279	146	176

*projected pending receipt of July – September 2015 claims

Human Resources Goal #2 – Maintain a comprehensive training program that supports and develops staff competencies for their current roles and the roles they may serve in the future as leaders in the organization

Performance Measures					
Effectiveness/Output Measures:	**Actual FY12**	**Actual FY13**	**Actual FY14**	**Actual FY15**	**Projected FY16**
Number of workplace training classes offered (includes continuing education for Palm Beach County Commission on Ethics)	20	18	24	20	22
Workplace training attendees	2402	1839	230	130	180
Tuition reimbursement program participants	36	38	17	10	25

Human Resources Goal #3 – Manage an efficient recruitment and on-boarding program that provides opportunities for the expedient selection and placement of quality applicants.

Performance Measures					
Effectiveness/Output Measures:	**Actual FY12**	**Actual FY13**	**Actual FY14**	**Actual FY15**	**Projected FY16**
Annual Turnover	10.2%	11.9%	9.8%	16.8%	13.3%
Number of advertised positions	27	31	44	50	47
Number of applications received	2255	1626	819	2307	1563
Number of pre-employment selection tests offered	224	379	324	247	286
Number of qualified applicants interviewed	425	707	345	473	409
Average number of calendar days from posting to hire	86	98	80	91	86
Total number of hires into budget approved positions:	30	55	71	55	63
Full-time	*9*	*42*	*51*	41	46
Part-time	*0*	*0*	*0*	0	0
Part-time Partial Benefits	*4*	*1*	*0*	1	1
Temporary	*17*	*12*	*20*	13	16
Number of orientation sessions held	1	4	8	7	8
Number of volunteer opportunities	12	13	12	11	11

Human Resources Goal #4 - Provide retirement program education opportunities for all staff.

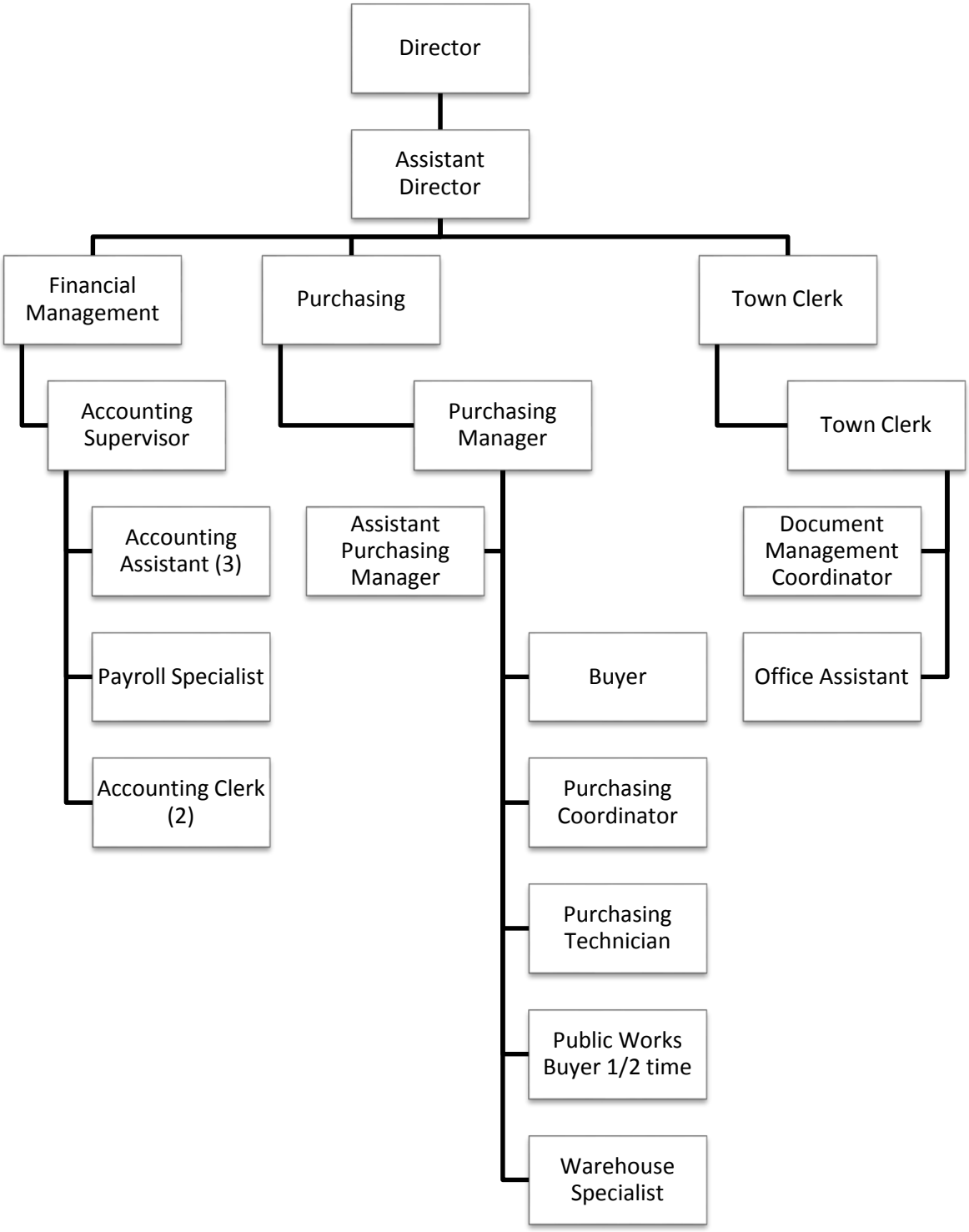
Performance Measures					
Effectiveness/Output Measures:	**Actual FY12**	**Actual FY13**	**Actual FY14**	**Actual FY15**	**Projected FY16**
Number of retirement education group meetings and webinars held	12	14	23	16	16
Number of one-on-one retirement counseling sessions held	65	71	329	109	140

Human Resources Productivity Measures

Effectiveness/Output Measures:	**Actual FY12**	**Actual FY13**	**Actual FY14**	**Actual FY15**	**Projected FY16**
Number of employee suggestions received	0	3	0	0	3
Number of public record requests received and processed	104	293	107	51	75
Number of employment verifications received	n/a	83	40	27	50
Number of personnel action forms processed	n/a	440	344	482	422
Number of notary services provided	n/a	22	36	11	23
Number of United Way employee donors processed	25	39	35	22	30
Number of non-town employment disclosures received	121	143	92	103	114
Number of acceptance of favors or gratuities disclosures received	90	116	71	104	381
Number of unemployment claims received	13	10	8	11	10
Savings from protested unemployment claims	$27,374	$29,035	$18,738	$29,170	$23,954
Number of workers compensation claims managed	24	17	12	N/A	18
Number of clinic office visits for workers compensation claims	74	58	29	N/A	55

(This page intentionally left blank)

Finance


Director
Assistant Director
Financial Management
Purchasing
Town Clerk
Accounting Supervisor
Purchasing Manager
Town Clerk
Accounting Assistant (3)
Assistant Purchasing Manager
Document Management Coordinator
Payroll Specialist
Buyer
Office Assistant
Accounting Clerk (2)
Purchasing Coordinator
Purchasing Technician
Public Works Buyer 1/2 time
Warehouse Specialist

Finance Department FY2016 Goals

Finance Department Goal #1 – Target annual operating expenditures that would result in a millage rate that would equate to a $0 increase for homestead property owners.

OBJECTIVES:

- **Work with the Town Council and Department Staff to prepare a FY16 budget that is fiscally responsible and results in no tax increase for homestead property owners.**

Finance Department Goal #2 Develop a financing plan for the Townwide Underground Utilities project.

OBJECTIVES:

- **Work with the UUTF, Consultants and the Town Council to prepare a cost effective and comprehensive financing plan for the underground utilities project.**

Finance Department Goal #3 Maximize Rate of Return on Investments While Applying the GFOA Best Practice Guidelines

OBJECTIVES:

- **The Town's annualized rate of return exceeds that of the benchmark rate of return for the investments.**

Finance Department Goal #4 Recodification of the Code of Ordinances

OBJECTIVES:

- **To complete the recodification of the physical Code of Ordinances**
- **To update and enhance the technical capabilities of the Town's current web and electronic versions of the Code.**

Finance Department Goal #5 Establishment of a Records Management Program

OBJECTIVES:

- **To establish a comprehensive Records Management Program in accordance with F.S. 257.036(5)(b) and F.S. 119.021(2)(c)**
- **To provide Staff training**
- **To work with the other departments to backscan and/or destroy eligible records.**

Finance Department Goal #6 Provide Purchasing training to new Town employees and those desiring a refresher course.

Objectives:

- **To provide staff training to as many employees that handle purchasing duties within their departments as possible.**
- **Provide basic purchasing training to all new employees.**

DEPARTMENT: FINANCE

Mission: The Finance Department is dedicated to providing the highest quality service through a commitment to excellence, integrity and teamwork. We serve the finance, purchasing and record management needs of the Town Council, citizens, Town Manager, Town employees and general public. We provide publications and information to inform citizens and other interested parties regarding the financial position and operations of the Town. We use Generally Accepted Accounting Principles and GFOA budgeting standards to assure that policy makers and the community are well informed and the Town remains fiscally strong. It is important to us to perform our duties efficiently effectively, reliably, and accurately. We take pride in serving our elected officials, our fellow employees and our community.

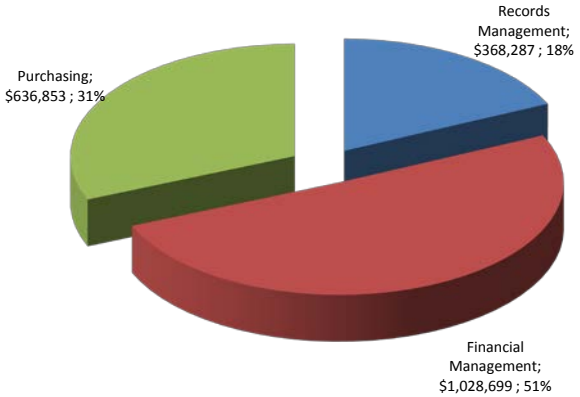
Revenue Summary

	FY2013 Actual	FY2014 Actual	FY2015 Budget	FY2015 Projected	FY2016 Budget	% Change
Taxi Permits	4,250	4,150	1,500	2,000	2,000	33.33%
Charitable Solicitations Fee	47,380	44,735	50,000	45,000	50,000	0.00%
Charitable Solicit. Adv. Fee	345	-	-	-	-	0.00%
Char Solit Late Filing Fee	6,325	5,710	7,000	7,000	7,000	0.00%
Meeting Tapes Sales	-	96	-	-	-	0.00%
Lien Search Fee	32,797	31,880	30,000	35,850	32,000	6.67%
	91,097	86,571	88,500	89,850	91,000	2.82%

Expenditure Summary

	FY2013 Actual	FY2014 Actual	FY2015 Budget	FY2015 Adjusted*	FY2015 Projected	FY2016 Budget	% Change
Salaries and Wages	1,177,457	1,142,449	1,204,628	1,204,628	1,185,938	1,212,986	0.69%
Employee Benefits	477,074	532,137	515,422	515,422	512,389	568,448	10.29%
Contractual	156,094	188,410	178,565	185,875	194,580	222,150	24.41%
Commodities	21,450	23,172	27,250	27,620	25,623	25,550	-6.24%
Capital Outlay	-	-	-	-	-	-	0.00%
Depreciation	3,034	969	3,363	3,363	3,363	4,705	39.90%
Other	-	-	-	-	-	-	0.00%
TOTALS	1,835,109	1,887,137	1,929,228	1,936,908	1,921,893	2,033,839	5.42%

*FY15 Adjusted includes FY15 adopted budget plus purchase orders w ritten against the FY14 budget but spent against the FY15 budget.



	FY2013	FY2014	FY2015	FY2016
Total Full Time Equivalent Employees	18.141	18.141	18.641	18.563

Changes to FTEs:

- Reallocation of labor costs with the Retirement, Health and OPEB funds

PROGRAM: RECORDS MANAGEMENT 131

Mission: This division exists to provide reliable record keeping and efficient election management that meets the standards of the community.

Main Activities: The most important things we do to fulfill the mission are:

- Take minutes and transcribe them in an accurate and timely fashion
- Maintain official codes and documents
- Coordinate and manage municipal elections
- Process and issue various permits
- Fulfill public records requests
- Ensure record availability both electronically and by hard copy

Expenditure Summary

	FY2013 Actual	FY2014 Actual	FY2015 Budget	FY2015 Adjusted*	FY2015 Projected	FY2016 Budget	% Change
Salaries and Wages	172,645	182,635	192,585	192,585	205,649	205,523	6.72%
Employee Benefits	71,716	84,159	76,150	76,150	77,650	88,064	15.65%
Contractual	42,813	52,079	44,635	51,595	54,100	71,500	60.19%
Commodities	2,715	1,544	3,150	3,150	2,823	3,200	1.59%
Capital Outlay	-	-	-	-	-	-	0.00%
Depreciation	1,146	764	-	-	-	-	0.00%
Other	-	-	-	-	-	-	0.00%
TOTALS	291,035	321,181	316,520	323,480	340,222	368,287	16.36%

*FY15 Adjusted includes FY15 adopted budget plus purchase orders w ritten against the FY14 budget but spent against the FY15 budget.

Salaries and Wages:
The proposed budget for salaries and wages includes performance based merit pay increases.

Employee Benefits:
Employee benefit costs include the health insurance program and the hybrid pension plan.

Contractual:
The proposed budget for contractual costs includes an increase to cover the cost of administering our own election. Said increase is partially covered by reductions in estimated tuition reimbursement and records backscanning.

Commodities:
The commodities budget contains a small increase to the cost of membership dues.

Full Time Equivalent Employees	FY2012	FY2013	FY2014	FY2015	FY2016
Town Clerk	1.000	1.000	1.000	1.000	1.000
Deputy Clerk	-	-	-	-	1.000
Document Management Coordinator	1.000	1.000	1.000	1.000	-
Office Assistant III	1.000	1.000	1.000	1.000	1.000
	3.000	3.000	3.000	3.000	3.000

Town Clerk Fiscal Year 2015 Accomplishments
❖ Conducted a successful 2015 municipal election
❖ Completed a Town-wide records disposition initiative involving the shredding of over 31,937 lbs. of old records that had met their retention
❖ Automated the Religious Holiday Display and Auction Permitting processes
❖ Provided records management and public records request training to all new employees

Fiscal Year 2016 Goals and Performance Measures

Finance Department Goal #4 – Recodification of the Code of Ordinances

Objectives:

- **To complete the recodification of the physical Code of Ordinances**
- **To update and enhance the technical capabilities of the Town's current web and electronic versions of the Code.**

Performance Measures	
Effectiveness/Output Measures:	**Projected FY16**
Physical Recodification Completed	Town Council passes an ordinance adopting new the Code which will then be printed and posted online
Incorporation and utilization of the included technical package	Enhanced accessibility, productivity, and functionality of both the electronic and web versions of the new Code
Incorporation of the Town's new website standards for the web version	Web version banner to match the Town's new website

Finance Department Goal #5 – Establish a Records Management Program

Objectives:

- **To establish a comprehensive Records Management Program in accordance with F.S. 257.036(5)(b) and F.S. 119.021(2)(c)**
- **To provide Staff training**
- **To work with the other departments to backscan and/or destroy eligible records.**

Performance Measures	
Effectiveness/Output Measures:	**Projected FY16**
Records Management Policy adopted	Program is approved and becomes a formal Administrative Policy and Procedure
Staff training	Records liaisons will be trained and the information will be disseminated to their respective departments
Enhanced use of Laserfiche	All remaining departments will be brought online and customized work flows will be designed, as needed
Disposition of records that have met their retention period	Regular review of records and destructions will be scheduled

Town Clerk Productivity Measures

Effectiveness/Output Measures:	Actual FY12	Actual FY13	Actual FY14	Actual FY15	Projected FY16
Public Records Requests	114	69	140	172	175
Meetings Attended & Minutes Taken	66	63	63	71	75
Charitable Solicitation Permits	120	151	151	130	150
All Other Permits	16	17	15	26	25
Board/Committee Applications Processed	50	39	75	69	70

PROGRAM: FINANCIAL MANAGEMENT 141

Mission: This division exists to provide central accounting, fiscal control and professional advice and recommendations in the formation of sound fiscal policies to ensure long term financial strength for the Town of Palm Beach.

Main Activities: The most important things we do to fulfill the mission are:

- Advise the Town Council and Manager regarding financial matters
- Develop and recommend administrative and Council fiscal policy
- Provide internal checks and balances regarding financial control and purchasing procedures
- Develop and submit an annual budget that is reliable and balanced
- Direct purchasing activities in an efficient effective manner

Expenditure Summary

	FY2013 Actual	FY2014 Actual	FY2015 Budget	FY2015 Adjusted*	FY2015 Projected	FY2016 Budget	% Change
Salaries and Wages	596,109	580,273	580,754	580,754	550,000	584,822	0.70%
Employee Benefits	264,224	288,197	269,593	269,593	266,160	289,413	7.35%
Contractual	103,212	123,768	118,430	118,780	129,730	139,350	17.66%
Commodities	12,014	14,724	15,000	15,000	14,800	14,800	-1.33%
Capital Outlay	-	-	-	-	-	-	0.00%
Depreciation	368	-	-	-	-	314	100.00%
Other	-	-	-	-	-	-	0.00%
TOTALS	975,927	1,006,962	983,777	984,127	960,690	1,028,699	4.57%

*FY15 Adjusted includes FY15 adopted budget plus purchase orders written against the FY14 budget but spent against the FY15 budget.

Salaries and Wages:
The proposed budget for salaries and wages includes performance based merit pay increases.

Employee Benefits:
Employee benefit costs include the health insurance program and the hybrid pension plan.

Contractual:
Increase due to rise in bank service charges due to popularity of online credit card use for parking ticket customers and for tuition reimbursement for degree seeking employees.

Commodities:
Decrease in publications/subscriptions.

Full Time Equivalent Employees	FY2012	FY2013	FY2014	FY2015	FY2016
Finance Director	0.950	0.926	0.926	0.926	0.850
Assistant Finance Director	1.000	0.981	0.981	0.981	0.975
Accounting Supervisor	1.000	0.977	0.977	0.977	0.950
Accounting Assistant	2.000	3.000	3.000	3.000	2.000
Accounting Clerk	3.000	1.988	1.988	1.988	2.988
Payroll Specialist	1.000	0.769	0.769	0.769	0.800
	8.950	8.641	8.641	8.641	8.563

Finance Program Fiscal Year 2015 Accomplishments
❖ Awarded the Certificate of Achievement for Excellence in Financial Reporting for the 27th consecutive year by the Government Finance Officers Association of the United States and Canada.
❖ Awarded the Distinguished Budget Presentation Award for the 23rd year by the Government Finance Officers Association of the United States and Canada.
❖ Created a new Monthly Investment Report that is more readable and understandable.
❖ Received no management letter comments in the annual audit for three years in a row.
❖ Worked with consultants, and staff to convert the Town's DROP program from self-directed to an in house managed plan.
❖ Developed a DROP Policy and worked with a vendor to set up a software tracking system and established new procedures for the accounting of the DROP accounts.

Fiscal Year 2016 Goals and Performance Measures

Town Council Budget Priority #2 Prepare the FY16 budget with no millage (property tax) rate increase and no dollar increase.
Town Council Budget Priority #3 Develop a financing plan for the Townwide undergrounding utilities project.

Finance Goal #1 - Work with the Town Council and Department staff to prepare a FY16 budget that is fiscally responsible and with no tax increase for homestead property owners.

OBJECTIVES:

- **Work with the Town Council and Department Staff to prepare a FY16 budget that is fiscally responsible and results in no tax increase for homestead property owners.**

Performance Measures	
Effectiveness/Output Measures:	**Projected FY16**
Millage Rate Increase:	-.82%
Additional Tax Revenue:	$3,706,700 increase with $3,238,220 transferred to the coastal protection program.
Budget Increase:	6.86% total increase (including increased transfer to the coastal protection fund) 2.21% operating increase (excluding coastal).

Finance Goal #2 – Develop a financing plan for the Townwide Underground Utilities Project.

OBJECTIVES:

- **Work with the UUTF, consultants and the Town Council to prepare a cost effective and comprehensive financing plan for the underground utilities project.**

Performance Measures	
Effectiveness/Output Measures:	**Projected FY16**
Bond Rating:	GO Bond Rating AAA
Interest Rate:	At or Below 4%

Finance Goal #3 – Maximize rate of return on investments while applying the GFOA Best Practice guidelines.

OBJECTIVES:

- **The Town's annualized rate of return exceeds that of the benchmark rate of return for the investments.**

Performance Measures					
Effectiveness/Output Measures:	**Actual FY12**	**Actual FY13**	**Actual FY14**	**Actual FY15**	**Projected FY16**
Town's annualized blended return	1.03%	-.06%	.64%	1.40%	1.5%
Town's benchmark return	1.01%	.06%	.59%	1.44%	1.5%

Finance Productivity Measures

Effectiveness/Output Measures:	**Actual FY12**	**Actual FY13**	**Actual FY14**	**Actual FY15**	**Projected FY16**
Credit Rating – Issuer	AAA	AAA	AAA	AAA	AAA
Credit Rating – Revenue Bond	AA+	AA+	AA+	AA+	AA+
Number of Management Letter Comments in audit	0	0	0	0 Projected	0 Projected
Parking Ticket Collection Rate	91.6%	91.1%	85.9%	87.6%	90%

PROGRAM: PURCHASING 144

Mission: The Purchasing Division provides professional procurement services to the Town Departments while ensuring compliance with County Ethics Commission, Inspector General, Florida State Statutes, and Town Purchasing Policies and Procedures. These services include purchase of supplies, equipment and services in an efficient, effective manner as well as managing the purchasing card program, the fixed asset inventory, central stores warehouse, and surplus property.

Main activities: The most important things we do to fulfill the mission are:

- Develop and administer purchasing policies consistent with established policies and procedures and sound business practice.
- Continually seek to improve procurement and inventory processes while providing top quality service and products.
- Ensure delivery of critical purchases on time
- Maintain positive vendor relationships
- Evaluate warehouse stock to minimize long term storage and obsolete materials

Expenditure Summary

	FY2013 Actual	FY2014 Actual	FY2015 Budget	FY2015 Adjusted*	FY2015 Projected	FY2016 Budget	% Change
Salaries and Wages	408,703	379,541	431,289	431,289	430,289	422,641	-2.01%
Employee Benefits	141,134	159,781	169,679	169,679	168,579	190,971	12.55%
Contractual	10,069	12,563	15,500	15,500	10,750	11,300	-27.10%
Commodities	6,721	6,904	9,100	9,470	8,000	7,550	-17.03%
Capital Outlay	-	-	-	-	-	-	0.00%
Depreciation	1,520	205	3,363	3,363	3,363	4,391	30.57%
Other	-	-	-	-	-	-	0.00%
TOTALS	568,147	558,994	628,931	629,301	620,981	636,853	1.26%

*FY15 Adjusted includes FY15 adopted budget plus purchase orders written against the FY14 budget but spent against the FY15 budget.

Salaries and Wages:
The proposed budget for salaries and wages includes performance based merit pay increases.

Employee Benefits:
Employee benefit costs include the health insurance program and the hybrid pension plan.

Contractual:
Postage costs and copy machine expenses have been decreased by reducing the printing of bids and mailing purchase orders. Bids are now being scanned and purchase orders are now only faxed or emailed. Professional development expenses have also decreased because the Assistant Manager that was hired in 2015 holds all required certifications.

Commodities:
There is a decrease in Building Maintenance Supplies as office renovation is expected to be completed in FY15.

Full Time Equivalent Employees	FY2012	FY2013	FY2014	FY2015	FY2016
Purchasing Manager	1.000	1.000	1.000	1.000	1.000
Assistant Purchasing Manager	1.000	1.000	1.000	1.000	1.000
Buyer	1.000	1.000	1.000	1.000	1.500
Purchasing Technician	1.000	1.000	1.000	1.000	1.000
Warehouse Coordinator	1.000	1.000	1.000	1.000	1.000
Purchasing Coordinator	-	1.000	1.000	1.000	1.000
Public Works Purchasing Coordinator	0.500	0.500	0.500	0.500	-
Courier/Warehouse Assistant	0.500	-	-	0.500	0.500
	6.000	6.500	6.500	7.000	7.000

Purchasing Program Fiscal Year 2015 Accomplishments

- Prepared training guide for supervisors and approvers. Provided training for the Fire and Police departments.
- Created the following new forms to assist/expedite the solicitation process:
  - Request for Solicitation form for Public Works. This form contains fields for the department to provide data which facilitates communications between the two departments, including type of solicitation, scope of work and funding information.
  - Request for Quote form under $5,000 for all Town departments to utilize when obtaining their own quotes. This form was designed to assist departments in providing all vendors with the same scope of work and providing insurance requirements.

Fiscal Year 2016 Goals and Performance Measures

Finance Department Goal #6 - Provide updated Purchasing training to new Town employees and those desiring a refresher course.

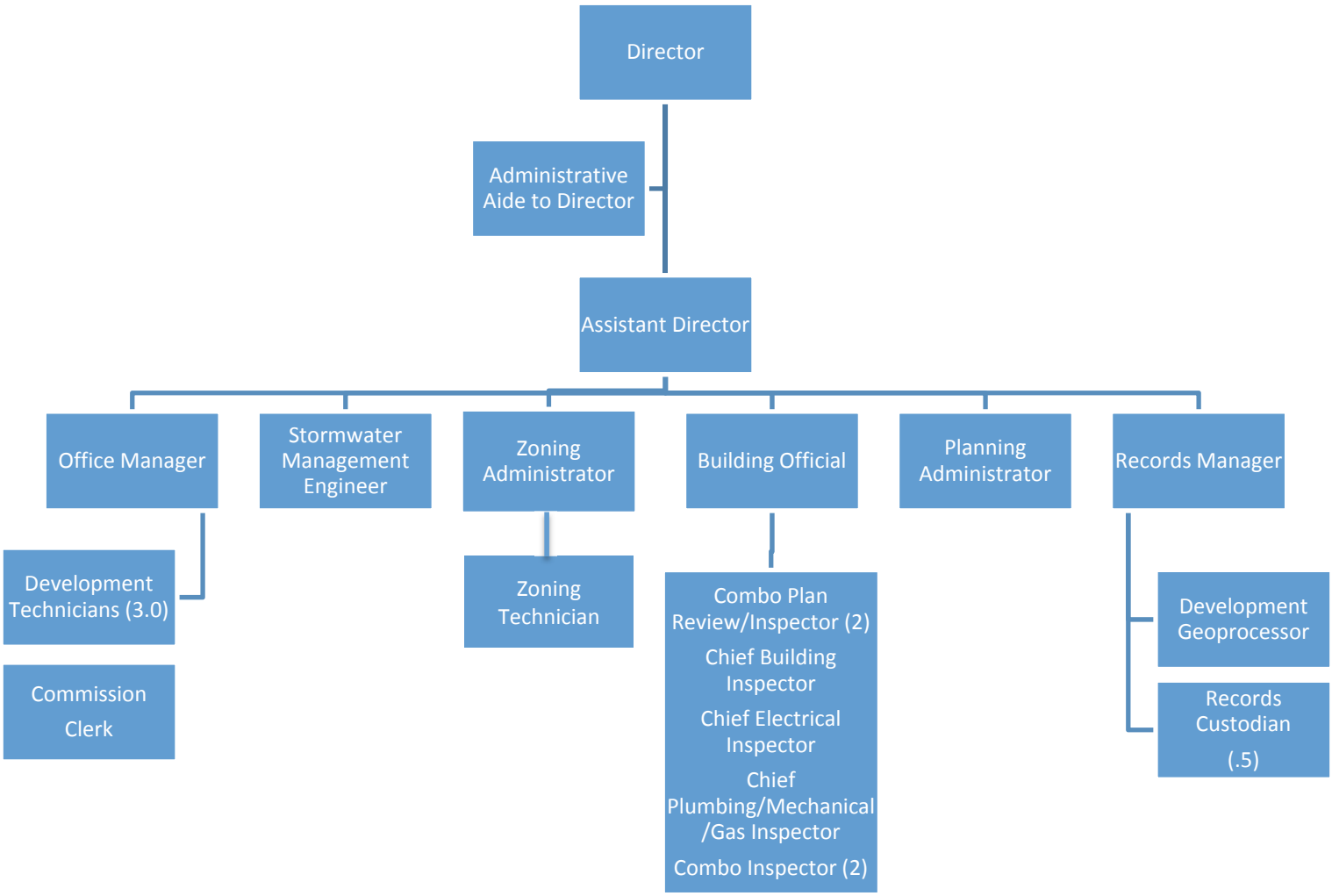
Performance Measures	
Effectiveness/Output Measures:	**Projected FY16**
Number of employees trained	35 Employees

Purchasing Productivity Measures

Effectiveness/Output Measures:	Actual FY12	Actual FY13	Actual FY14	Actual FY15	Projected FY16
Purchase Orders Written	1,601	1,787	1868	1897	1800
Bids, RFPs, RFQs	38	45	48	50	45
Quotations ($5,000 - $25,000)	96	136	143	135	135
Warehouse: Number of issues	2,282	2,673	2419	2622	2400
Dollars Spent Using Purchasing Cards	$664,485	$672,170	$732,977	$812,746.	$800,000
Cost Avoidance	$150,856	$535,890	$238,812	$561,674	$350,000.

(This page intentionally left blank)

Planning, Zoning, Building


Director
Administrative Aide to Director
Assistant Director
Office Manager
Stormwater Management Engineer
Zoning Administrator
Building Official
Planning Administrator
Records Manager
Development Technicians (3.0)
Commission Clerk
Zoning Technician
Combo Plan Review/Inspector (2)
Chief Building Inspector
Chief Electrical Inspector
Chief Plumbing/Mechanical /Gas Inspector
Combo Inspector (2)
Development Geoprocessor
Records Custodian (.5)

Planning, Zoning & Building Department FY2016 Goals

PZB Department Goal #1: Facilitate Digital Tracking of Applications/Reduce the Amount of Paper Processed / Generated Within the Department
OBJECTIVES: • Implement program for digital submission and tracking of Development Review Applications, including tracking on the web • Complete the conversion for processing all right-of-way (PW) permits to the Eden system
PZB Department Goal #2: Provide Geographic and Spatial Data to Staff to Improve Operations
OBJECTIVES: • Expand the PZB GIS Data System for use by all Staff Members and provide training

DEPARTMENT: PLANNING, ZONING AND BUILDING

Mission: The Planning, Zoning and Building Department identifies, recommends and implements the vision of the community, as expressed through the policies of the Town Council, relative to the development, redevelopment and use of real property, to ensure the beauty, quality of life and character of the Town, and the health, safety and welfare of our residents, businesses and visitors, while providing the highest quality of service to our customers.

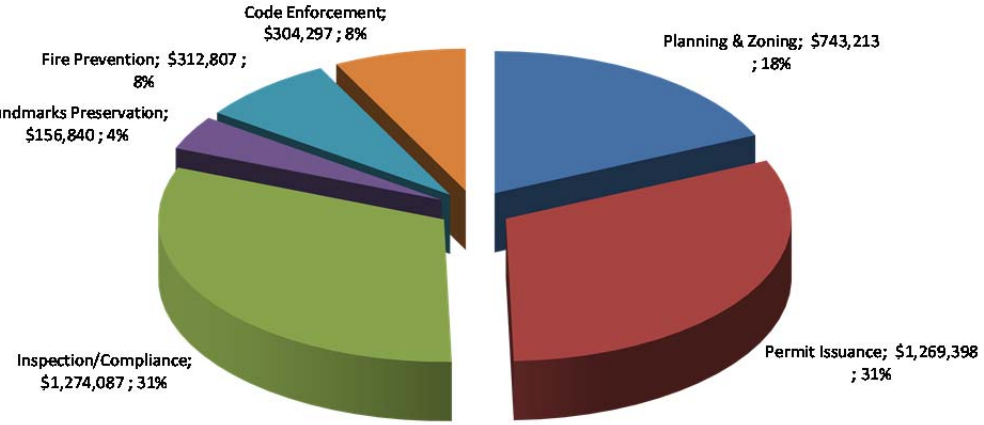
Revenue Summary

	FY2013 Actual	FY2014 Actual	FY2015 Budget	FY2015 Projected	FY2016 Budget	% Change
Business Tax Receipts	633,552	640,363	640,500	630,000	671,820	4.89%
Business Tax Receipt Penalties	33,236	62,348	25,000	25,000	25,000	0.00%
Building	4,309,754	4,824,353	4,100,000	5,581,495	4,100,000	0.00%
Electrical	437,172	414,267	375,000	458,732	400,000	6.67%
Plumbing	256,504	255,943	200,000	323,072	250,000	25.00%
Permit Processing	31,550	45,250	30,000	44,550	30,000	0.00%
Permit Penalty	60,898	18,836	25,000	116,882	35,000	40.00%
Except/Var. App.	161,350	241,533	155,000	157,066	160,000	3.23%
Consultants Fees	4,633	8,740	5,000	-	-	-100.00%
Special Plan Review Fee	412,700	338,350	275,000	399,150	325,000	18.18%
Reinspection Fees	2,550	1,500	2,100	2,500	2,500	19.05%
Special Detail - PZB	130	-	-	-	-	0.00%
Abandonments	1,973	2,797	-	-	-	0.00%
Architectural Fees	140,070	169,880	130,000	162,585	140,000	7.69%
Landmarks Submittal	27,980	25,220	20,000	23,600	25,000	25.00%
Mechanical Permits	381,481	304,720	300,000	376,779	325,000	8.33%
Contractor Registration Fee	10,600	9,600	10,000	9,000	10,000	0.00%
Landscape Permit	7,578	8,845	10,000	8,250	8,000	-20.00%
Advanced Irrigation	-	3,900	4,000	300	1,000	-75.00%
Miscellaneous Permit Fees	458	100	-	-	-	0.00%
Building Permit Search Fee	28,850	30,956	30,000	36,750	30,000	0.00%
Dune Vegetation Fee	-	3,695	4,000	4,000	2,000	-50.00%
Permit Revision Fee	224,025	210,875	150,000	172,125	175,000	16.67%
Right Of Way Permits	332,212	348,695	275,000	321,678	315,000	14.55%
County Occ. Licenses	17,291	22,240	15,000	15,000	15,000	0.00%
Tent Permits	20,879	26,517	20,000	25,000	20,000	0.00%
Bldg. Insp. Fund Fees	8,270	8,924	7,500	8,000	8,000	6.67%
Radon Gas	8,270	8,924	7,500	8,000	8,000	6.67%
Certification Copy	779	514	500	750	500	0.00%
Microfiche/Scanned Documents	1,200	906	1,000	500	500	-50.00%
	7,555,945	8,038,791	6,817,100	8,910,764	7,082,320	3.89%

Expenditure Summary

	FY2013 Actual	FY2014 Actual	FY2015 Budget	FY2015 Adjusted*	FY2015 Projected	FY2016 Budget	% Change
Salaries and Wages	1,922,625	1,967,409	2,093,487	2,093,487	1,951,008	2,088,567	-0.24%
Employee Benefits	740,969	812,690	925,284	925,284	909,873	972,061	5.06%
Contractual	576,746	701,038	710,240	915,654	1,012,953	854,190	20.27%
Commodities	39,890	34,564	99,103	119,235	115,553	102,575	3.50%
Capital Outlay	-	11,675	-	-	-	5,600	100.00%
Depreciation	21,573	28,776	33,921	33,921	33,921	37,649	10.99%
Other	-	-	-	-	-	-	0.00%
TOTALS	3,301,803	3,556,152	3,862,035	4,087,581	4,023,308	4,060,642	5.14%

*FY15 Adjusted includes FY15 adopted budget plus purchase orders w ritten against the FY14 budget but spent against the FY15 budget.



	FY2013	FY2014	FY2015	FY2016
Full Time Equivalent Employees	26.250	26.250	27.250	28.250

Changes to FTEs:

- +1.0 Zoning Technician
- Reclassify Office Assistant III/Records Manager to Document Management Coordinator
- Reclassify existing Development Review Specialist to Administrative Assistant

PROGRAM: PLANNING AND ZONING 211

Mission: This division exists to stabilize and preserve the aesthetic, historical and economic values of Palm Beach.

Main Activities: The most important things we do to fulfill the mission are:

- Coordination and support of commissions
- Conduct planning and zoning studies, and recommend changes where necessary
- Develop, recommend, implement and enforce policies in a highly professional manner
- Maintain all maps and data contained in the Comprehensive Plan and Land Development Regulations
- Interpret zoning code, Comprehensive Plan and Land Development Regulations and process applications
- Keep citizens informed of policies and procedures and solicit input from citizens
- Work continually to improve the efficiency and effectiveness of systems and staff

Expenditure Summary

	FY2013 Actual	FY2014 Actual	FY2015 Budget	FY2015 Adjusted*	FY2015 Projected	FY2016 Budget	% Change
Salaries and Wages	327,019	330,906	347,135	347,135	330,100	387,921	11.75%
Employee Benefits	115,520	134,151	142,211	142,211	142,211	167,822	18.01%
Contractual	110,070	119,857	135,000	156,260	209,000	172,500	27.78%
Commodities	8,475	10,038	14,800	18,550	19,050	14,800	0.00%
Capital Outlay	-	-	-	-	-	-	0.00%
Depreciation	170	170	170	170	170	170	0.00%
Other	-	-	-	-	-	-	0.00%
TOTALS	561,254	595,122	639,316	664,326	700,531	743,213	16.25%

*FY15 Adjusted includes FY15 adopted budget plus purchase orders w ritten against the FY14 budget but spent against the FY15 budget.

Salaries and Wages:
The proposed budget for salaries and wages includes performance based merit pay increases. It also includes a proposed Zoning Technician position to assist the Department with processing zoning-related applications and inquiries, as well as review of architectural and construction permit applications for conformance with zoning regulations and approvals.

Employee Benefits:
Employee benefit costs include the health insurance program and the hybrid pension plan.

Contractual:
Includes costs associated with legal services, general planning activities, periodic traffic counts and the on-going periodic review of the Comprehensive Plan required by the State under the Community Planning Act. (F.S. 163.3164).

Commodities:
Includes office and computer supplies and replacement costs, and continued software enhancements.

Full Time Equivalent Employees	FY2012	FY2013	FY2014	FY2015	FY2016
Director	0.700	0.700	0.700	0.700	0.700
Assistant Director	0.350	0.350	0.350	0.350	0.350
Zoning Administrator	1.000	1.000	1.000	1.000	1.000
Zoning Technician	-	-	-	-	1.000
Development Review Specialist	0.500	0.500	0.500	0.500	-
Administrative Assistant	-	-	-	-	0.500
Planning Administrator	0.400	0.400	0.400	0.400	0.400
Administrative Aide	0.500	0.500	0.500	0.500	0.500
Office Manager	0.120	0.120	0.120	0.120	0.120
	3.570	3.570	3.570	3.570	4.570

Planning & Zoning Program Fiscal Year 2015 Accomplishments
❖ Development of shared parking proposals; under consideration
❖ Periodic Evaluation and Appraisal of Comprehensive Plan commenced
❖ Continued coordination with West Palm Beach in updating the Water Facility Supply Plan required by the State

Fiscal Year 2016 Goals and Performance Measures

Planning, Zoning and Building Goal #1 – Facilitate Digital Tracking of Applications/Reduce the Amount of Paper Processed / Generated Within the Department.

OBJECTIVES:

- **Implement program for digital submission and tracking of Development Review Applications, including tracking on the web.**

Performance Measures	
Effectiveness/Output Measures:	**Projected FY16**
Types of applications that can be tracked in software system (#)	4* Initial development of application tracking completed; scheduled for implementation March, 2016
Applications submitted within the system (#)	25

Planning & Zoning Productivity Measures

Effectiveness/Output Measures:	Actual FY12	Actual FY13	Actual FY14	Actual FY15	Projected FY16
Comprehensive Plan Amendments Processed	0	0	1	0	1
Zoning Amendments Processed	9	2	0	7	10
Development Review Applications Processed	76	83	112	68	75
ARCOM Applications Processed	133	126	190	180	185
ARCOM Staff Approvals Processed	294	351	314	389	352

PROGRAM: PERMIT ISSUANCE 212

Mission: This division exists to provide for the life safety and welfare of Palm Beach citizens and visitors through the enforcement of building codes and accurate and accessible historical records of all Departmental files, and to promote and maintain high architectural standards of physical structures in Palm Beach.

Main Activities: The most important things we do to fulfill the mission are:

- Review building permit applications and plans for adherence to Town codes and policies and issue building permits
- Communicate town requirements with contractors, designers, property owners and other Town departments
- Ensure that contractors working in the Town have a valid contractor license
- Coordinate and support the Architectural Commission
- Keep citizens informed and educated
- Process applications for architectural approval of proposed construction projects as directed by codes and policy
- Record departmental revenues accurately
- Organize, digitize and retrieve Departmental records for public use

Expenditure Summary

	FY2013 Actual	FY2014 Actual	FY2015 Budget	FY2015 Adjusted*	FY2015 Projected	FY2016 Budget	% Change
Salaries and Wages	563,202	563,349	648,070	648,070	605,000	631,603	-2.54%
Employee Benefits	210,224	234,132	300,784	300,784	294,979	299,115	-0.55%
Contractual	132,900	101,996	193,280	278,517	288,977	269,780	39.58%
Commodities	11,692	8,396	45,650	52,852	50,650	57,800	26.62%
Capital Outlay	-	11,675	-	-	-	5,600	100.00%
Depreciation	-	3,001	3,001	3,001	3,001	5,500	83.27%
Other	-	-	-	-	-	-	0.00%
TOTALS	918,018	922,549	1,190,785	1,283,224	1,242,607	1,269,398	6.60%

*FY15 Adjusted includes FY15 adopted budget plus purchase orders written against the FY14 budget but spent against the FY15 budget.

Salaries and Wages:
The proposed budget for salaries and wages includes performance based merit pay increases. It also reflects the reduction of salary levels due to the departure of DROP employees.

Employee Benefits:
Employee benefit costs include the health insurance program and the hybrid pension plan.

Contractual:
This category represents contract costs related to construction permits, including permit review, travel and education, and storage and ultimate scanning of Department records. It also includes costs directly attributable to the Department for Town annual software maintenance. Increases are attributable to an increase in expedited contract Plan Review costs (offset by revenue for expedited review) and an increase in scanning costs of archived records.

Commodities:
Includes office and computer supplies and replacement costs, and continued software enhancements.

Capital Outlay:
This category includes scheduled computer hardware replacement costs.

Full Time Equivalent Employees	FY2012	FY2013	FY2014	FY2015	FY2016
Director	0.150	0.150	0.150	0.150	0.150
Assistant Director	0.300	0.300	0.300	0.300	0.300
Building Official	0.500	0.500	0.500	0.500	0.500
Planning Administrator	0.300	0.300	0.300	0.300	0.300
Administrative Aide	0.300	0.300	0.300	0.300	0.300
Chief Construction Inspectors	0.300	0.300	0.300	0.300	0.300
Combination Plan Reviewer	0.700	0.700	0.700	1.700	1.400
Development Geoprocessor	1.000	1.000	1.000	1.000	1.000
Project Engineer	0.500	0.500	0.500	0.500	0.500
Development Permit Coordinator	2.000	2.500	2.500	2.500	2.500
Office Manager	0.530	0.530	0.530	0.530	0.530
Development Review Coordinator	0.500	-	-	-	-
Office Assistant II	-	-	0.500	0.500	0.500
Document Management Coordinator	-	-	-	-	1.000
Office Assistant III	1.000	1.000	1.000	1.000	-
	8.080	8.080	8.580	9.580	9.280

Permit Issuance Program Fiscal Year 2015 Accomplishments
❖ Expedited Permit Issuance Program Expanded
❖ Conducted Open Houses for Public on new FEMA flood maps
❖ Implemented changes contained in 2014 Florida Building Code
❖ Revamped Private Provider Program Guidelines
❖ Re-instituted quarterly contractor informational meetings

Fiscal Year 2016 Goals and Performance Measures

Planning, Zoning and Building Goal #1 – Facilitate Digital Tracking of Applications/Reduce the Amount of Paper Processed / Generated Within the Department.

OBJECTIVES:

- **Convert the processing of all right-of-way (Public Works) permits to the Eden system**

Performance Measures	
Effectiveness/Output Measures:	**Actual FY15**
# of microfilm rolls digitized	All – Project Complete
# of R/W permits issued in Eden	Conversion in final stages; implementation anticipated 1/1/16

Permit Issuance Productivity Measures

Effectiveness/Output Measures:	Actual FY12	Actual FY13	Actual FY14	Actual FY15	Projected FY16
# of Construction Permits Issued	5,752	6,616	6,782	7,663	8,200
# of Revisions Processed	1,687	1,509	1,483	1,260	1,100
# of PW Permits Processed	985	1,150	1,032	1,036	1,035
# of Current Records Digitized	74,910	81,140	74,980	82,210	116,000
# of Archived Records Digitized					202,500
# of Current Plans Digitized	29,091	5,588	11,820	12,400	15,000
# of Archived Records Digitized					54,000
Avg # of Days to Scan Current Records	2	2	2.5	2	2
# of Expedited Plan Pages Reviewed	5,441	6,504	5,094	7,631	8,000

PROGRAM: INSPECTION & COMPLIANCE 213

Mission: This division exists to provide protective services to the residents and businesses of the Town through professional and responsible enforcement of building codes and Town policies related to unimproved land, development, construction activities, and issuance of business tax receipts.
Main Activities: The most important things we do to fulfill the mission are:

- Inspection of construction sites to ensure compliance with appropriate State and Town codes and land development regulations
- Issuance of permits for right of way parking and storm water improvements
- Review of commercial operations for conformance to the zoning code and issuance of business tax receipts

Expenditure Summary

	FY2013 Actual	FY2014 Actual	FY2015 Budget	FY2015 Adjusted*	FY2015 Projected	FY2016 Budget	% Change
Salaries and Wages	529,788	565,172	608,516	608,516	553,000	631,636	3.80%
Employee Benefits	220,051	252,083	285,253	285,253	279,286	294,848	3.36%
Contractual	222,986	362,372	273,700	313,700	352,700	303,700	10.96%
Commodities	9,968	9,001	25,700	34,808	34,800	18,600	-27.63%
Capital Outlay	-	-	-	-	-	-	0.00%
Depreciation	20,504	22,347	22,347	22,347	22,347	25,303	13.23%
Other	-	-	-	-	-	-	0.00%
TOTALS	1,003,297	1,210,975	1,215,516	1,264,624	1,242,133	1,274,087	4.82%

*FY15 Adjusted includes FY15 adopted budget plus purchase orders written against the FY14 budget but spent against the FY15 budget.

Salaries and Wages:
The proposed budget for salaries and wages includes performance based merit pay increases.

Employee Benefits:
Employee benefit costs include the health insurance program and the hybrid pension plan.

Contractual:
This category represents contract costs related to construction permits, including permit inspections, travel and education, and storage and scanning. Increases reflect the outsourcing of some permit-related Public Works inspections, to assist the Department in improving the timeliness of these inspections, and allow in-house staff to concentrate on greater effectiveness of permit plan review.

Commodities:
Includes office and computer supplies and replacement costs, and any necessary software enhancements. There is a decrease in the amount of minor computer equipment planned to be replaced along with a decrease in the budget for additional software.

Full Time Equivalent Employees	FY2012	FY2013	FY2014	FY2015	FY2016
Director	0.100	0.100	0.100	0.100	0.100
Assistant Director	0.300	0.300	0.300	0.300	0.300
Building Official	0.500	0.500	0.500	0.500	0.500
Administrative Aide	0.200	0.200	0.200	0.200	0.200
Chief Construction Inspectors	2.700	2.700	2.700	2.700	2.700
Combination Inspector	2.000	2.000	2.000	2.000	2.000
Combination Plan Reviewer	0.300	0.300	0.300	0.300	0.600
Administrative Assistant	-	-	-	-	0.500
Project Engineer	0.500	0.500	0.500	0.500	0.500
Development Review Specialist	0.500	0.500	0.500	0.500	-
Development Permit Coordinator	-	0.500	0.500	0.500	0.500
Development Review Coordinator	0.500	-	-	-	-
	7.600	7.600	7.600	7.600	7.900

Inspection and Compliance Program Fiscal Year 2015 Accomplishments
❖ Instituted Partial Inspections on Jobsites
❖ Implemented changes to the 2014 Florida Building Code

Fiscal Year 2016 Goals and Performance Measures

Planning, Zoning and Building Goal #2 – Provide geographic and spatial data to Staff to improve operations.

OBJECTIVES:

- **Expand the PZB GIS data system for use by all staff members and provide training**

Performance Measures

Effectiveness/Output Measures:	Actual FY12	Actual FY13	Actual FY14	Actual FY15	Projected FY16
# of Staff Persons trained to use GIS	--	5	14	4	2
# of Shape Files developed for use by Staff	2	2	9	6	7

Inspection and Compliance Productivity Measures

Effectiveness/Output Measures:	Actual FY12	Actual FY13	Actual FY14	Actual FY15	Projected FY16
# of Inspections Completed	19,824	22,267	22,925	23,041	25,000
# of Business Tax Receipts Issued	2,007	1,578	1,642	1,658	2,100
# of New Business Applications Processed	142	104	121	190	175
# of Public Records Requests Processed	2,626	2,877	2,720	2,840	2,900

PROGRAM: LANDMARKS PRESERVATION 214

Mission: This division exists to serve the Town's desire to maintain its rich history and quality of life by stabilizing and preserving the historic and economic value of significant physical structures and other property.

Main Activities: The most important things we do to fulfill the mission are:

- Coordinate and support the Landmark Preservation Commission
- Develop, recommend and enforce policies that serve historic preservation
- Keep citizens informed and educated
- Process Certificates of Appropriateness as directed by codes and policy
- Discuss and entertain requests for possible designation of properties as historic
- Maintain accurate records and files

Expenditure Summary

	FY2013 Actual	FY2014 Actual	FY2015 Budget	FY2015 Adjusted*	FY2015 Projected	FY2016 Budget	% Change
Salaries and Wages	58,342	59,091	59,763	59,763	59,763	58,864	-1.50%
Employee Benefits	20,009	23,053	24,318	24,318	24,318	24,476	0.65%
Contractual	77,061	86,099	70,600	129,517	129,100	70,600	0.00%
Commodities	1,181	1,051	2,900	2,900	2,900	2,900	0.00%
Capital Outlay	-	-	-	-	-	-	0.00%
Depreciation	-	-	-	-	-	-	0.00%
Other	-	-	-	-	-	-	0.00%
TOTALS	156,593	169,294	157,581	216,498	216,081	156,840	-0.47%

*FY15 Adjusted includes FY15 adopted budget plus purchase orders written against the FY14 budget but spent against the FY15 budget.

Salaries and Wages:
The proposed budget for salaries and wages includes performance based merit pay increases.

Employee Benefits:
Employee benefit costs include the health insurance program and the hybrid pension plan.

Contractual:
This category represents costs for legal services and preservation consultants, travel and education, and postage, printing and advertising.

Commodities:
Includes office and computer supplies and replacement costs.

Full Time Equivalent Employees	FY2012	FY2013	FY2014	FY2015	FY2016
Director	0.050	0.050	0.050	0.050	0.050
Assistant Director	0.050	0.050	0.050	0.050	0.050
Planning Administrator	0.300	0.300	0.300	0.300	0.300
Office Manager	0.350	0.350	0.350	0.350	0.350
	0.750	0.750	0.750	0.750	0.750

Landmarks Preservation Program Fiscal Year 2015 Accomplishments
❖ Royal Poinciana Way designated as a District on the National Register of Historic Places

Fiscal Year 2016 Goals and Performance Measures

Planning, Zoning and Building Goal #1 – Facilitate Digital Tracking of Applications/Reduce the Amount of Paper Processed / Generated Within the Department.

OBJECTIVES:

- **Begin Conversion of Landmark Designation Reports to digital files**
- **Implement program for digital submission and tracking of Landmark Certificate of Appropriateness Applications, including tracking on the web.**

Performance Measures	
Effectiveness/Output Measures:	**Projected FY16**
Types of LPC Applications that can be tracked in the software system (#)	3
Applications submitted within the system (#)	35
# of Reports converted to digital files	75

Landmarks Preservation Productivity Measures

Effectiveness/Output Measures:	Actual FY12	Actual FY13	Actual FY14	Actual FY15	Projected FY16
# of C of A Applications Processed	36	50	42	63	53
# of Properties Designated as Landmarks	5	9	7	8	12
# of Landmarks Staff Approvals Processed	65	81	78	84	81

PROGRAM: FIRE PREVENTION 215

(Program managed by Fire-Rescue)

Mission: This division exists to enforce Federal, State and local life safety codes to protect life and property to improve the community.

Main Activities: The most important things we do to fulfill the mission are:

- Educate the community on life saving skills, fire prevention and community risk reduction programs
- Conduct annual fire safety inspections
- Conduct community risk analysis
- Create or revise ordinances to enhance fire prevention
- Generate revenue through fire inspection and permit fees
- Investigate all fires for cause and origin

Expenditure Summary

	FY2013 Actual	FY2014 Actual	FY2015 Budget	FY2015 Adjusted*	FY2015 Projected	FY2016 Budget	% Change
Salaries and Wages	261,339	259,264	258,745	258,745	258,745	205,574	-20.55%
Employee Benefits	87,556	81,148	82,349	82,349	82,349	89,508	8.69%
Contractual	11,624	9,958	16,000	16,000	16,000	16,050	0.31%
Commodities	218	345	2,503	2,503	2,503	1,675	-33.08%
Capital Outlay	-	-	-	-	-	-	0.00%
Depreciation	-	-	-	-	-	-	0.00%
Other	-	-	-	-	-	-	0.00%
TOTALS	360,737	350,715	359,597	359,597	359,597	312,807	-13.01%

*FY15 Adjusted includes FY15 adopted budget plus purchase orders written against the FY14 budget but spent against the FY15 budget.

Salaries and Wages:
The proposed budget for salaries and wages includes performance based merit pay increases. The decrease is due to two employees scheduled to leave the DROP program and replaced with civilian employees.

Employee Benefits:
Employee benefit costs include the health insurance program and the hybrid pension plan.

Contractual:
There was a slight increase for supplies needed for the Public Safety Open House event.

Commodities:
There was a decrease in this category due to publications that are only replaced when the new standards are published.

Full Time Equivalent Employees	FY2012	FY2013	FY2014	FY2015	FY2016
Division Chief - Fire Marshal	1.000	1.000	1.000	1.000	-
Assistant Fire Marshal	1.000	1.000	1.000	1.000	-
Fire Marshal	-	-	-	-	1.000
Fire Inspector	-	-	-	-	1.000
Office Assistant II	1.000	1.000	0.500	0.500	0.500
	3.000	3.000	2.500	2.500	2.500

Fire Prevention Program Fiscal Year 2015 Accomplishments
❖ Fire Rescue and P/Z/B Department provided fire safety education to general contractors in regards to preventing construction site injuries.
❖ Reduced false fire alarm system activations by five percent from the previous fiscal year with residential and commercial properties through tracking and education.
❖ Ensured that all public assemblies with occupant loads of 250 or more have certified Crowd Control Managers.

Fiscal Year 2016 Goals and Performance Measures

Fire-Rescue Department Goal #7: To reduce the potential of loss of life and property through fire prevention and fire code enforcement services.

Objectives:

- **Palm Beach Fire-Rescue will provide timely, efficient, and effective fire inspection services that enhance the life safety within the Town of Palm Beach.**
- **Palm Beach Fire-Rescue will provide High-Rise Fire Safety training for the citizens of the Town of Palm Beach.**
- **Palm Beach Fire-Rescue will provide Fire Extinguisher training for the citizens and businesses of the Town of Palm Beach.**

Performance Measures

Effectiveness/Output Measures:	Actual FY12	Actual FY13	Actual FY14	Actual FY15	Projected FY16
Total Inspections Conducted	1665	1948	1894	1941	1989
Inspections conducted by shift members	568	893	857	881	894
Inspections conducted by Fire Prevention	1097	1055	1055	1053	1055

* Prior to FY12, all inspections were completed by Fire Prevention.

Fire Prevention Productivity Measures

Effectiveness/Output Measures:	Actual FY12	Actual FY13	Actual FY14	Actual FY15	Projected FY16
% of Assigned Fire Inspections Completed	100%	100%	100%	100%	100%
Building Plans Reviewed	790	952	887	1056	1100
Pre-Fire Plans Completed	150	178	178	200	205
Fire Hydrants Tested and Maintained	390	390	390	391	391
High Rise Safety Training Programs delivered	8	11	14	15	20
Fire Extinguisher Training Programs delivered	6	6	6	7	12

PROGRAM: CODE ENFORCEMENT 216

(Program managed by Police)

Mission: The Code Enforcement Unit is responsible for the enforcement of codes and ordinances relating to quality of life, public safety and health, building and licensing, sanitation, nuisance, parks and recreation, trees and shrubs, and landmark preservation. The Code Enforcement Unit pro-actively conducts inspections and investigates code and ordinance violations, citing violators when necessary, and prosecuting violations either through the Town Code Enforcement Board or when applicable, the County Court system.

Main Activities: The most important things we do to fulfill the mission are:

- Conduct inspections and investigate code and ordinance violations
- Issue code enforcement citations to violators
- Attend Code Enforcement Board meetings/hearings
- Prepare and maintain correspondence and board meeting minutes

Expenditure Summary

	FY2013 Actual	FY2014 Actual	FY2015 Budget	FY2015 Adjusted*	FY2015 Projected	FY2016 Budget	% Change
Salaries and Wages	182,935	189,627	171,258	171,258	144,400	172,969	1.00%
Employee Benefits	87,609	88,123	90,369	90,369	86,730	96,292	6.55%
Contractual	22,105	20,756	21,660	21,660	17,176	21,560	-0.46%
Commodities	8,356	5,733	7,550	7,622	5,650	6,800	-9.93%
Capital Outlay	-	-	-	-	-	-	0.00%
Depreciation	899	3,258	8,403	8,403	8,403	6,676	-20.55%
Other	-	-	-	-	-	-	0.00%
TOTALS	301,904	307,497	299,240	299,312	262,359	304,297	1.69%

*FY15 Adjusted includes FY15 adopted budget plus purchase orders w ritten against the FY14 budget but spent against the FY15 budget.

Salaries and Wages:
The proposed budget for salaries and wages includes performance based merit pay increases.

Employee Benefits:
Employee benefit costs include the health insurance program and the hybrid pension plan.

Contractual:
There were no significant changes in this category.

Commodities:
Reduction due to decrease in expected fuel costs.

Full Time Equivalent Employees	FY2012	FY2013	FY2014	FY2015	FY2016
Lead Code Compliance Officer II	1.000	1.000	1.000	1.000	-
Code Compliance Officer I	1.500	1.000	1.000	1.000	2.000
Parking/Code Enforcement Manager	0.500	0.500	0.500	0.500	0.500
Parking/Code Enforcement Specialist	0.750	0.750	0.750	0.750	0.750
	3.750	3.250	3.250	3.250	3.250

Code Enforcement Program Fiscal Year 2015 Accomplishments
❖ Obtained 100% compliance on new cases in September 2015.
❖ Initiated new ordinances for hammocks, barges and drones establishing written authority for these issues as no ordinances previously existed.
❖ Amended the streets and parkway ordinances to establish responsibility for swales and land strips adjacent to property owners.
❖ Amended the newsrack ordinance in order to clarify maintenance responsibilities.

Fiscal Year 2015 Goals and Performance Measures

Police Department Goal #2 – Maximize use of technology to further reduce crime and improve efficiency of police service in order to provide the highest level of protection to achieve exceptional quality of life for the community.

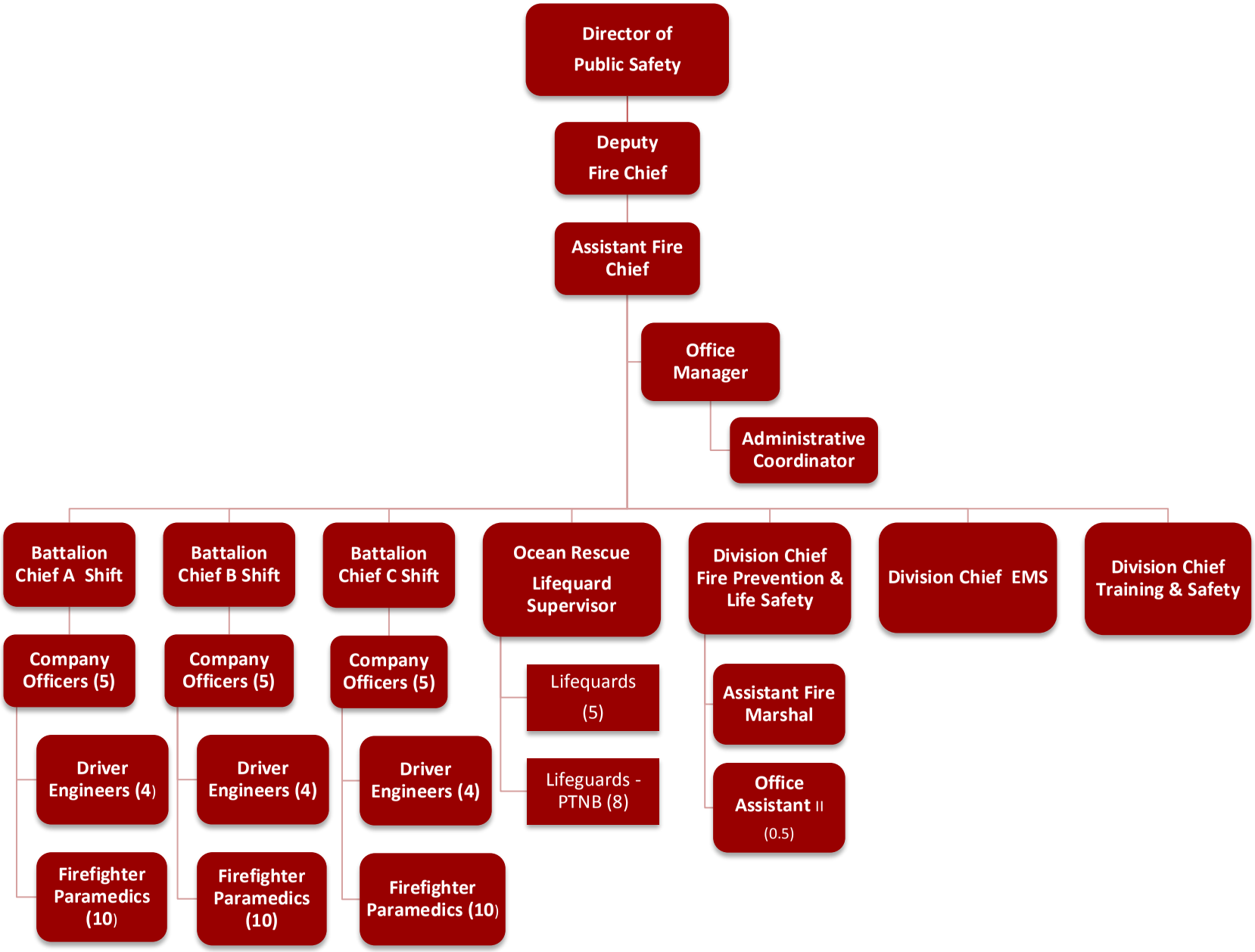
Objectives:

- **Educate and promote public awareness of Town ordinances to achieve compliance, enhancing property values and the well-being of the community.**

Performance Measures					
Effectiveness/Output Measures:	**Actual FY12**	**Actual FY13**	**Actual FY14**	**Actual FY15**	**Projected FY16**
Code Violation Complaints	1944	1306	1078	1001	1050
Code Violations Issued	725	210	174	143	150
Code Violation Cases Brought for CEB	184	147	76	96	100

Fire-Rescue

Town of Palm Beach Fire Rescue
Current Organizational Chart



Fire-Rescue Department FY2016 Goals

Fire Rescue Department Goal #1: To monitor and mitigate any effects from the closure of the Flagler Memorial Bridge.
OBJECTIVES: Palm Beach Fire-Rescue will attend all FDOT Flagler Bridge meetings and communicate any logistic issues/information to the appropriate staff/units for action.
OBJECTIVES: Palm Beach Fire-rescue will closely coordinate our response and transports to the hospital with the Police Department, utilizing police officers to clear intersection for high priority calls.
OBJECTIVES: Palm Beach Fire-rescue will utilize the Trauma Hawk helicopter to transport seriously ill patients to the hospital if delays are created by the bridge construction project.
Fire Rescue Department Goal #2: To improve operational efficiencies by maximizing the use of technology.
OBJECTIVES: Palm Beach Fire-Rescue will expand the Opticom traffic preemption technology that will preempt traffic lights in advance of the approach fire and EMS units to allow traffic to clear and provide a more accessible roadway for response. This will be accomplished through the purchase and installation of additional devices.
OBJECTIVES: Palm Beach Fire-rescue will move toward an environmentally safe paperless electronic storage system.
Fire Rescue Department Goal #3: Palm Beach Fire-Rescue will increase the efficiency and consistency of fire and emergency response services in the Town of Palm Beach.
OBJECTIVES: Palm Beach Fire-Rescue will reduce the of False Fire alarm calls received.
OBJECTIVES: Palm Beach Fire-Rescue will improve the efficiency and effectiveness of emergency response by providing an additional full time staffed Rescue through the reallocation of shift personnel.
OBJECTIVES: Palm Beach Fire-Rescue will reduce response times for serious fire and emergency medical calls Town wide through changes in priority based dispatching, maximizing the allocation of available units.
Fire Rescue Department Goal #4: To prepare upcoming leaders for the future challenges associated with managing our fire rescue department.
Objectives: Palm Beach Fire-Rescue will identify high potential future leaders and will invest in them through training, education, and mentoring programs.

Fire Rescue Department Goal #5: To ensure the employees have the essential knowledge, skills, and abilities to deliver the high standard of care deserving of our community.
Objectives: Palm Beach Fire-Rescue will recruit and train high caliber firefighter and ocean rescue candidates.
Objectives: Palm Beach Fire-Rescue will conduct realistic live fire training at a regional training facility.
Objectives: Palm Beach Fire-Rescue will conduct realistic fire and EMS simulation based training.
Objectives: Palm Beach Fire-Rescue will conduct nationally recognized EMS certification training programs for all employees.
Objectives: Palm Beach Fire-Rescue will conduct continuous computer based training and achieve records compliance through a certified centralized management process.
Fire Rescue Department Goal #6: To provide quality community outreach programs to include Automatic External Defibrillator training and Hands-only CPR training to the citizens of the Town of Palm Beach.
Objectives: Palm Beach Fire-Rescue will encourage AED ownership within the community, provide AED training, and track the AED maintenance requirements for AED owners to enhance the Town of Palm Beach Heart Safe AED program.
Objectives: Palm Beach Fire-Rescue will encourage the citizens of the Town of Palm Beach and those who work here to be trained in CPR.
Fire Rescue Department Goal #7: To reduce the potential of loss of life and property through fire prevention and fire code enforcement services.
Objectives: Palm Beach Fire-Rescue will provide timely, efficient, and effective fire inspection services that enhance the life safety within the Town of Palm Beach.
Fire Rescue Department Goal #8: To ensure the safety and security of residents and visitors using the Town's Public Beaches.
Objectives: Palm Beach Fire-Rescue will educate the public to potential beach and ocean hazards.
Objectives: Palm Beach Fire-Rescue will prevent beach and ocean drowning and injury incidents.
Objectives: Palm Beach Fire-Rescue will provide ocean rescue lifesaving for threatened parties.

DEPARTMENT: FIRE-RESCUE

Mission: To provide for a high-quality of life for the residents and visitors to the Town of Palm Beach through the protection of life and property, provision of pre-hospital care for the sick and injured, and mitigation of man- made and natural emergencies. We will accomplish this through the effective and efficient delivery of emergency and non-emergency services.

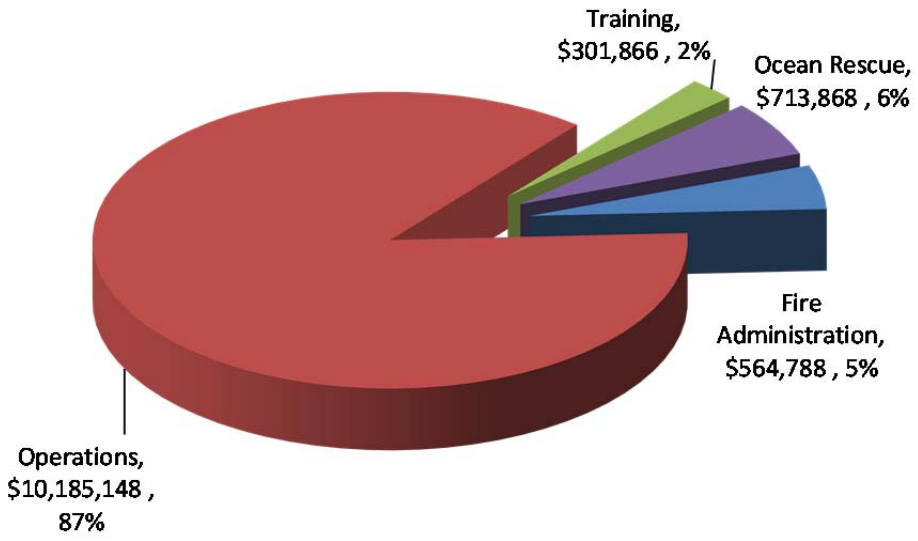
Revenue Summary

	FY2013 Actual	FY2014 Actual	FY2015 Budget	FY2015 Projected	FY2016 Budget	% Change
Fema Grant - Fire-Rescue	-	-	26,250	26,250	-	-100.00%
Fire Supplemental Compensation	30,402	30,412	33,000	30,000	33,000	0.00%
Special Detail-Fire	21,265	30,285	30,000	30,000	30,000	0.00%
Fire Prev Bonfires	3,600	3,300	4,000	3,500	3,500	-12.50%
Fire Prev Fire Hydrant	400	-	500	500	500	0.00%
Fire Prev Hot Work	58,037	55,903	45,000	64,543	53,000	17.78%
Fire Prev Public Assembly	1,285	1,000	2,000	2,000	2,000	0.00%
False Fire Alarms	23,330	25,494	15,000	20,000	20,000	33.33%
Fire Prev Fireworks	12,000	20,000	14,000	25,000	20,000	42.86%
Fire Prev Technical Fire Insp	39,130	48,693	40,000	40,000	40,000	0.00%
Fire Prev Annual Ins Fee	113,773	113,600	115,000	115,000	115,000	0.00%
Ems Transport Fees	325,967	321,920	350,000	388,000	410,000	17.14%
Room Rental Dep - South Fire	189	-	-	-	-	0.00%
	629,378	650,607	674,750	744,793	727,000	7.74%

Expenditure Summary

	FY2013 Actual	FY2014 Actual	FY2015 Budget	FY2015 Adjusted*	FY2015 Projected	FY2016 Budget	% Change
Salaries and Wages	5,948,844	5,984,281	6,437,380	6,437,380	6,437,380	6,336,236	-1.57%
Employee Benefits	3,200,625	3,671,676	3,898,630	3,898,630	3,893,248	4,096,234	5.07%
Contractual	284,658	359,339	324,193	339,638	324,193	363,864	12.24%
Commodities	234,567	253,246	250,291	250,830	250,491	234,631	-6.26%
Capital Outlay	-	14,982	35,000	35,000	35,000	137,130	291.80%
Depreciation	593,043	573,269	540,992	540,992	540,992	597,575	10.46%
Other	-	-	-	-	-	-	0.00%
TOTALS	10,261,737	10,856,793	11,486,486	11,502,470	11,481,304	11,765,670	2.43%

*FY15 Adjusted includes FY15 adopted budget plus purchase orders written against the FY14 budget but spent against the FY15 budget.



	FY2013	FY2014	FY2015	FY2016
Full Time Equivalent Employees	79.900	75.900	75.900	75.900

PROGRAM: FIRE ADMINISTRATION 411

Mission: This division exists to oversee the Fire-Rescue department to ensure that the community is provided with the highest quality of life through the protection of life and property.
Main Activities: The most important things we do to fulfill the mission are:

- Plan for the future to meet the needs of the community
- Provide leadership and direction for personnel
- Acquire resources to enable the department to function properly
- Maintain adequate staffing level with trained and competent personnel
- Develop and justify budget requests to meet future needs
- Generate revenue through EMS transport billings

Expenditure Summary

	FY2013 Actual	FY2014 Actual	FY2015 Budget	FY2015 Adjusted*	FY2015 Projected	FY2016 Budget	% Change
Salaries and Wages	365,251	361,479	366,176	366,176	366,176	375,211	2.47%
Employee Benefits	177,775	187,181	196,966	196,966	196,966	114,174	-42.03%
Contractual	49,834	51,593	47,450	49,525	47,450	60,550	27.61%
Commodities	9,442	11,692	11,500	11,500	11,500	11,700	1.74%
Capital Outlay	-	-	-	-	-	-	0.00%
Depreciation	3,986	3,986	4,481	4,481	4,481	3,153	-29.64%
Other	-	-	-	-	-	-	0.00%
TOTALS	606,288	615,931	626,573	628,648	626,573	564,788	-9.86%

*FY15 Adjusted includes FY15 adopted budget plus purchase orders written against the FY14 budget but spent against the FY15 budget.

Salaries and Wages:
The proposed budget for salaries and wages includes performance based merit pay increases.

Employee Benefits:
Employee benefit costs include the health insurance program and the hybrid pension plan. Decrease due to 2.5 FTEs entering DROP program.

Contractual:
Increases in this category contain cost for a HIPAA Compliance Risk Analysis / Audit and additional air cards for Panasonic tablets acquired through the Palm Beach County EMS matching grant program. In addition, there was a small increase in expenses of bank service charges and miscellaneous expenses.

Commodities:
There were increases in professional association membership fees passed on by the associations.

Full Time Equivalent Employees	FY2012	FY2013	FY2014	FY2015	FY2016
Director of Public Safety	0.500	0.500	0.500	0.500	0.500
Deputy Fire Rescue Chief	1.000	1.000	1.000	1.000	1.000
Office Manager	1.000	1.000	1.000	1.000	1.000
Administrative Coordinator	1.000	1.000	1.000	1.000	1.000
Medical Billing Specialist	1.000	1.000	-	-	-
	4.500	4.500	3.500	3.500	3.500

Fire-Rescue Administration Program Fiscal Year 2015 Accomplishments
❖ Obtained a Class One ISO rating
❖ Implemented Automated Vehicle Location / GPS technology to all emergency response vehicles responding the closest available unit to an emergency
❖ Worked with the FL DOT and other agencies to address traffic and response concerns during ongoing bridge construction and repair.
❖ Reduced the False Fire alarm calls received by 30% for a total call reduction of 159.
❖ Emergency operations were reviewed and adjusted to account for any contingency due to bridge construction.
❖ Expanded the Opticom Traffic Control System, adding 2 new control devices covering 3 separate intersections.
❖ Hired 15 new firefighters, promoted 2 new Driver Engineers, 5 Lieutenants, 2 Battalion Chiefs, 1 Division Chief.
❖ Implemented new succession planning program to identify and develop future leadership positions.
❖ Implemented Priority Dispatch system and revised response policies to match resources to risks and needs.
❖ Implemented new EMS supply inventory system on all Fire Rescue vehicles and within each fire station.
❖ Participated in the annual town toy, school supply and annual food drives serving as the key collection point's town wide.

Fiscal Year 2016 Goals and Performance Measures

Fire Rescue Department Goal #4: To prepare upcoming leaders for the future challenges associated with managing our fire rescue department.

Objectives:

- **Identify high potential future leaders and will invest in them through training, education, and mentoring programs.**

Performance Measures	
Effectiveness/Output Measures:	**Projected FY16**
A succession plan was developed identifying top talent for future leadership roles.	Top talent will be mentored, encouraged, and developed for future leadership roles.
Leadership coaching was implemented for 100% of Supervisory personnel and has been expanded to the entire organization.	Monitor the effectiveness of the coaching and continue to invest in the advancement of leadership skills for 100% of the supervisory personnel.
Developed a mentoring program to invest in the high potential future leaders identified.	Implement the mentoring program to develop the high potential future leaders identified. Continue to identify potential future leaders.
36% of the department attended college level classes.	Encourage those who attend to complete their degrees. Stimulate others to pursue higher education.

Fire-Rescue Administration Productivity Measures

Effectiveness/Output Measures:	Actual FY13	Actual FY14	Actual FY15	Projected FY16
Leadership training sessions	35	36	40	40
Future leaders mentored	4	15	16	16
College level class attendees	26	35	24	24

PROGRAM: OPERATIONS 417

Mission: This division exists to protect life and property through fire protection and suppression, excellent pre-hospital care for sick and injured and mitigation of natural and man-made emergencies.
Main Activities: The most important things we do to fulfill the mission are emergency response for:

- Fire protection and suppression
- Advanced Life Support services and EMS transport
- Hazardous condition response
- Technical Rescue

Expenditure Summary

	FY2013 Actual	FY2014 Actual	FY2015 Budget	FY2015 Adjusted*	FY2015 Projected	FY2016 Budget	% Change
Salaries and Wages	5,129,716	5,139,019	5,536,718	5,536,718	5,536,718	5,424,478	-2.03%
Employee Benefits	2,799,682	3,142,840	3,335,346	3,335,346	3,335,346	3,658,644	9.69%
Contractual	145,097	195,988	162,543	162,543	162,543	167,014	2.75%
Commodities	219,772	236,659	229,491	230,030	229,491	215,590	-6.06%
Capital Outlay	-	14,982	35,000	35,000	35,000	137,130	291.80%
Depreciation	574,005	556,126	524,794	524,794	524,794	582,292	10.96%
Other	-	-	-	-	-	-	0.00%
TOTALS	8,868,272	9,285,614	9,823,892	9,824,431	9,823,892	10,185,148	3.68%

*FY15 Adjusted includes FY15 adopted budget plus purchase orders written against the FY14 budget but spent against the FY15 budget.

Salaries and Wages:
The proposed budget for salaries and wages includes performance based merit pay increases
Decrease in salaries due to individuals completing the DROP program.

Employee Benefits:
Employee benefit costs include the health insurance program and the hybrid pension plan.

Contractual:
Four Autopulse units due for replacement in fiscal year 2016 were extended. Extending the service life required the purchase of an additional year of extended warranty for all 4 units.

Commodities:
A reduction in supplies and permit certification fees resulted in a savings

Capital Outlay:
Increased funding for the Opticon Traffic Preemption devices for six additional intersections throughout the Town. There was also a reduction in EMS grant funding requests.

Full Time Equivalent Employees	FY2012	FY2013	FY2014	FY2015	FY2016
Assistant Fire-Rescue Chief	1.000	1.000	1.000	1.000	1.000
Battalian Chief	3.000	3.000	3.000	3.000	3.000
Division Chief - EMS Coordinator	1.000	1.000	1.000	1.000	1.000
Lieutenant / Paramedic	17.000	15.000	15.000	18.000	18.000
F/F, Driver/Engineer, Paramedic or EMT	17.000	15.000	15.000	12.000	12.000
Firefighter, Paramedic or EMT	28.000	30.000	27.000	27.000	27.000
Fleet Manager	0.200	0.200	0.200	0.200	0.200
Master Mechanic	1.200	0.200	0.200	0.200	0.200
	68.400	65.400	62.400	62.400	62.400

Operations Program Fiscal Year 2015 Accomplishments
❖ Researched, and developed the new EMS simulation lab at the north Fire Rescue station for life like simulation training, including purchasing simulation devices and lab furnishings.
❖ Battalion Chiefs conducted leadership training, targeting potential personnel for future leadership positions.
❖ Implemented new Quint apparatus, combining two existing Fire Rescue vehicles into one
❖ Company Officers, in conjunction with local building managers, helped to reduce the number of false automatic fire Alarm calls through public education.
❖ Participated in bi-monthly leadership training with James Rowan, Fire Department leadership coach, as well as individual one on one personal mentoring sessions.
❖ Existing and newly promoted Officers completed their Fire Rescue Department Company Officer task books.

Fiscal Year 2016 Goals and Performance Measures

Fire Rescue Department Goal #2: To improve operational efficiencies by maximizing the use of technology.

Objectives:

- **Will expand the Opticom traffic preemption technology that will preempt traffic lights in advance of the approach fire and EMS units to allow traffic to clear and provide a more accessible roadway for response. This will be accomplished through the purchase and installation of additional devices. Implement Automated Vehicle Location / GPS technology that will respond the closest available unit to an emergency.**
- **Palm Beach Fire-rescue will move toward an environmentally safe paperless electronic storage system.**

Performance Measures	
Effectiveness/Output Measures:	**Projected FY16**
OPTICOM system implemented in 100% of designated units/areas. (12 vehicles, 9 intersections)	Monitor the effectiveness of the system and work towards installation on 7 additional intersections as necessary within the Town.
Real time patient data capture technology will be implemented in all rescue trucks.	An electronic tablet based data capture system will be implemented in all rescue trucks during FY16.

Fire Rescue Department Goal #3: Palm Beach Fire-Rescue will increase the efficiency and consistency of fire and emergency response services in the Town of Palm Beach.

Objectives:

- **Palm Beach Fire-Rescue will reduce the number of False Fire Alarm calls received.**
- **Palm Beach Fire-Rescue will improve the efficiency and effectiveness of emergency response by providing an additional full time staffed Rescue through the reallocation of shift personnel.**
- **Palm Beach Fire Rescue will redistribute existing personnel to increase the level of service of our North Fire Station.**

Performance Measures					
Effectiveness/Output Measures:	**Actual FY12**	**Actual FY13**	**Actual FY14**	**Actual FY15**	**Projected FY16**
False Fire alarm calls received.	634	598	530	475	450
Response time (dispatched to arrival) for serious fire calls.	4:40	4:35	4.24	3.68	3.68
Response time (dispatched to arrival) for serious EMS calls.	4:04	4:02	3.26	3.85	3.85
Number of personnel assigned to the North Fire Station	4	4	4	4	5

Fire Rescue Department Goal #6: To provide quality community outreach programs to include Automatic External Defibrillator training and Hands-only CPR training to the citizens of the Town of Palm Beach.

Objectives:

- **Encourage AED ownership within the community, provide AED training, and track the AED maintenance requirements for AED owners to enhance the Town of Palm Beach Heart Safe AED program.**
- **Encourage the citizens of the Town of Palm Beach and those who work here to be trained in CPR.**

Performance Measures	
Effectiveness/Output Measures:	**Projected FY16**
Partnered with the Palm Beach Civic Association and Palm Beach Citizens Association to raise awareness of the benefits of AED ownership with residential and business owners within the Town.	Continue to raise the awareness of the benefits of AED ownership.
Held an open house mass CPR training event at all of the fire stations. Public education personnel and crews continue to provide CPR training on an ongoing basis.	Continue to encourage the citizens, businesses, and employees of the Town of Palm Beach to be trained in CPR and the use of an AED.

Fire-Rescue Training Productivity Measures

Effectiveness/Output Measures:	Actual FY14	Actual FY15	Projected FY16
Citizens trained in CPR/AED use	326	382	385
Police Officers trained in CPR/AED	55	66	66
AEDs registered in Town	136	136	146

PROGRAM: TRAINING 418

Mission: This division exists to provide fire and EMS training to all personnel to ensure state of the art, competent and safe operations to best serve the citizens of Palm Beach.

Main Activities: The most important things we do to fulfill the mission are:

- Develop and deliver pertinent classroom and hands-on training for Fire, EMS, Haz Mat, Technical Rescue and all aspects for fire-rescue operations
- Seek opportunities for training that continually keep the department on the cutting edge of the fire-rescue field

Expenditure Summary

	FY2013 Actual	FY2014 Actual	FY2015 Budget	FY2015 Adjusted*	FY2015 Projected	FY2016 Budget	% Change
Salaries and Wages	118,364	125,813	125,008	125,008	125,008	129,128	3.30%
Employee Benefits	58,344	68,725	73,182	73,182	73,182	35,897	-50.95%
Contractual	89,386	111,758	113,400	126,770	113,400	133,100	17.37%
Commodities	4,053	3,127	2,000	2,000	2,000	3,741	87.05%
Capital Outlay	-	-	-	-	-	-	0.00%
Depreciation	-	-	-	-	-	-	0.00%
Other	-	-	-	-	-	-	0.00%
TOTALS	270,147	309,423	313,590	326,960	313,590	301,866	-3.74%

*FY15 Adjusted includes FY15 adopted budget plus purchase orders w ritten against the FY14 budget but spent against the FY15 budget.

Salaries and Wages:
The proposed budget for salaries and wages includes performance based merit pay increases.

Employee Benefits:
Employee benefit costs include the health insurance program and the hybrid pension plan. Decrease due to entry of employee into DROP program.

Contractual:
There is a significant increase in educational reimbursement due to the increase of degree seeking employees. In addition there was an increase Professional Development for proper preparation with succession planning.

Commodities:
There was an increase in publications and subscription fees.

Full Time Equivalent Employees	FY2012	FY2013	FY2014	FY2015	FY2016
Division Chief - Training/Safety	1.000	1.000	1.000	1.000	1.000

Training Program Fiscal Year 2015 Accomplishments
❖ Implemented a new detailed Company Officer Task Book, assigning out to 100% of the Company Officers.
❖ Participated in 27 live fire training sessions through Palm Beach State College
❖ Implemented a new Individual Development Plan program, targeting 16 potential future leaders of the organization.
❖ Participated in monthly leadership/coaching webinars with nationally recognized leadership coach.
❖ Expanded the scope and content of Target Solutions online training programming, which directly contributed to improving our ISO rating to a Class 1 organization.
❖ Created and implemented bi-monthly EMS training modules to include classroom didactic and simulation training.
❖ Participated in joint Police/Fire active shooter training to include classroom didactic and simulation training.
❖ Provided on-boarding training for 15 probationary employees
❖ Conducted monthly fire training drills, using nationally standardized performance criteria.
❖ Conducted high hazard training with mutual partners, including West Palm Beach Fire Rescue and Palm Beach County Fire Rescue.

Fiscal Year 2016 Goals and Performance Measures

Fire Rescue Department Goal #5: To ensure the employees have the essential knowledge, skills, and abilities to deliver the high standard of care deserving of our community.

Objectives:

- **Recruit and train high caliber firefighter candidates.**
- **Conduct realistic live fire training at a regional training facility.**
- **Palm Beach Fire-Rescue will conduct realistic fire and EMS simulation based training.**
- **Conduct nationally recognized EMS certification training programs for all employees.**
- **Conduct continuous computer based training and achieve records compliance through a certified centralized management process.**

Performance Measures				
Effectiveness/ Output Measures:	**Actual FY13**	**Actual FY14**	**Actual FY15**	**Projected FY16**
Conducted firefighter/EMT/ paramedic interviews to identify high caliber recruits	80 candidates	210 candidates	90 candidates	90 candidates
Conducted live fire training at Palm Beach State College for 100% of shift personnel	27 sessions	12 sessions	36 sessions	36 sessions
Utilized Target Safety online EMS certification training program	8,869 Hours	18,389 Hours	23,048 Hours	25,000 Hours
EMS Simulations	45 sessions	15 sessions	38 sessions	50 sessions
Fire Simulation training sessions conducted	0 sessions	0 sessions	10 sessions	50 sessions

PROGRAM: OCEAN RESCUE 419

Mission: This division exists to provide for the safety and security of beach patrons.

Main Activities: The most important things we do to fulfill the mission are:

- Ensure that lifeguards maintain top physical conditioning
- Participate in first-aid training programs, parking enforcement and local sea turtle conservation program
- Inform public of hazards through signs, condition boards, flags, beach report and verbal
- Continually train staff in environmental conditions and hazards, medical skills, and rescue techniques
- Take proactive measures to ensure the safety of swimmers

Expenditure Summary

	FY2013 Actual	FY2014 Actual	FY2015 Budget	FY2015 Adjusted*	FY2015 Projected	FY2016 Budget	% Change
Salaries and Wages	335,513	357,970	409,478	409,478	409,478	407,419	-0.50%
Employee Benefits	164,824	272,930	293,136	293,136	287,754	287,519	-1.92%
Contractual	341	-	800	800	800	3,200	300.00%
Commodities	1,300	1,768	7,300	7,300	7,500	3,600	-50.68%
Capital Outlay	-	-	-	-	-	-	0.00%
Depreciation	15,052	13,157	11,717	11,717	11,717	12,130	3.52%
Other	-	-	-	-	-	-	0.00%
TOTALS	517,030	645,825	722,431	722,431	717,249	713,868	-1.19%

*FY15 Adjusted includes FY15 adopted budget plus purchase orders w ritten against the FY14 budget but spent against the FY15 budget.

Salaries and Wages:
The proposed budget for salaries and wages includes performance based merit pay increases. Decrease in salaries due to individuals completing the DROP program.

Employee Benefits:
Employee benefit costs include the health insurance program and the hybrid pension plan.

Contractual:
Increase for the relocation of lifeguard towers during significant high tides during storm events.

Commodities:
Reduction in cost due to equipment purchased in fiscal year 2015 that will not require replacement for several years.

Full Time Equivalent Employees	FY2012	FY2013	FY2014	FY2015	FY2016
Supervisor Lifeguard	-	-	1.000	1.000	1.000
Assistant Supervisor Lifeguard	2.000	1.000	-	-	-
Lifeguard On-Call	3.000	3.000	3.000	3.000	3.000
Lifeguard	4.000	5.000	5.000	5.000	5.000
	9.000	9.000	9.000	9.000	9.000

Ocean Rescue Program Fiscal Year 2015 Accomplishments
❖ 0 drownings
❖ Developed Ocean Rescue competition team ranking 2nd place at the SE Regional Ocean Rescue Competition, and 3rd nationally
❖ Hired and trained 3 new Ocean Rescue Lifeguards.
❖ Maintained full operation of Mid-Town Beach during beach re-nourishment project.
❖ Conducted comprehensive water rescue and survival training for all operations level Fire Rescue personnel.
❖ Conducted swimming capabilities testing for Police Department as part of new recruit qualifications evaluation.

Fiscal Year 2016 Goals and Performance Measures

Fire Rescue Department Goal #5: To ensure the employees have the essential knowledge, skills, and abilities to deliver the high standard of care deserving of our community.

Objectives:

- **Recruit and train high caliber ocean rescue candidates.**

Performance Measures			
Effectiveness/Output Measures:	**Actual FY14**	**Actual FY15**	**Projected FY16**
Additional personnel hired to expand Ocean Rescue temporary/part time Lifeguard pool.	3	3	4

Fire Rescue Department Goal #8: To ensure the safety and security of residents and visitors using the Town's Public Beaches.

Objectives:

- **Educate the public to potential beach and ocean hazards.**
- **Prevent beach and ocean drowning and injury incidents.**
- **Provide ocean rescue lifesaving for threatened parties**

Performance Measures			
Effectiveness/Output Measures:	**Actual FY14**	**Actual FY15**	**Projected FY16**
New Informational signage / public educational interaction	4	6	8
Preventative safety measures implemented	4199	4300	4200
Official hazardous conditions water training (Rip Current, Surf)	320 Hours	384 Hours	480 Hours

Fire-Rescue – Ocean Rescue Productivity Measures

Effectiveness/Output Measures:	Actual FY12	Actual FY13	Actual FY14	Actual FY15	Projected FY16
Beach Attendance	490,002	491,034	494,000	489,999	500,000
Ocean Rescues	30	24	25	30	32
Preventive Actions	3,995	3,990	4001	4300	4400

(This page intentionally left blank)

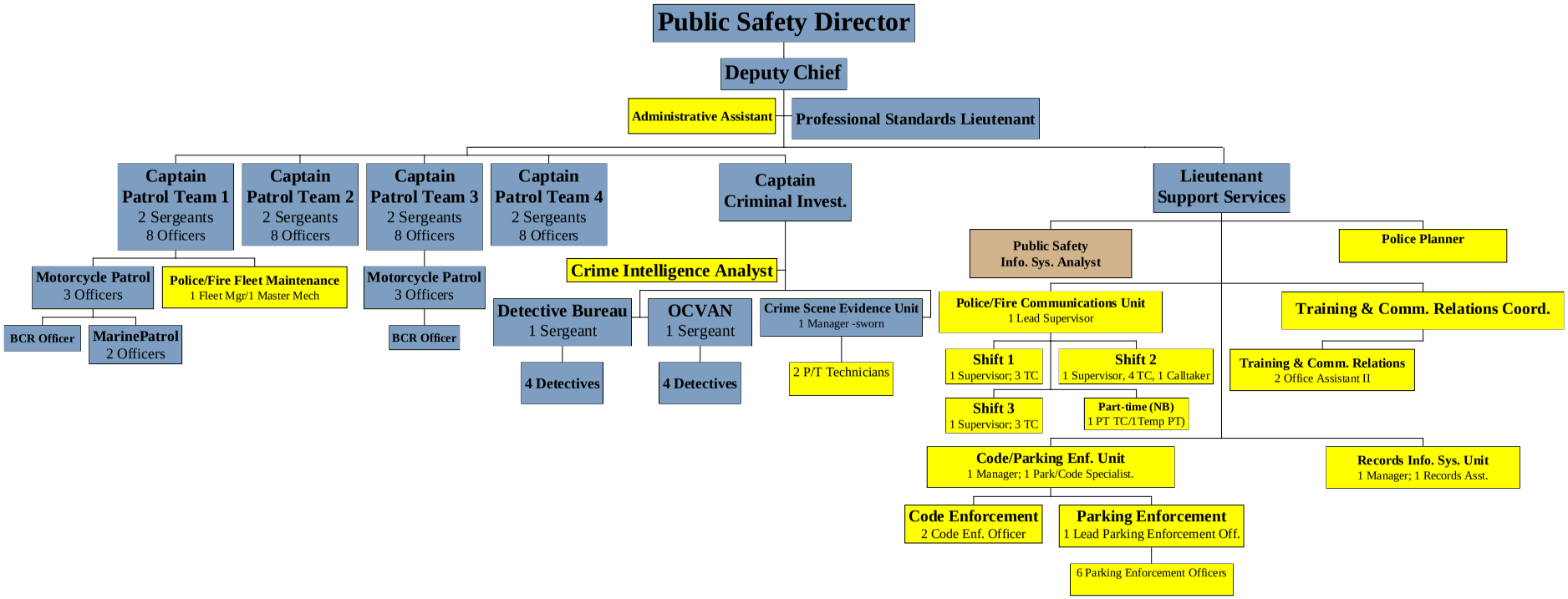
Police

PALM BEACH POLICE DEPARTMENT

ORGANIZATIONAL CHART
FY16 PROPOSED

Staffing Level

Position	Authorized #
Public Safety Director	1
Deputy Chief	1
Captains	5
Lieutenant	2
Sergeants	10
Police Officers	51
Total Sworn	70
Total Civilain:	
Full Time	36
Part Time	3



Palm Beach Police Department FY2016 Goals

Police Department Goal #1: Monitor the allocation of resources to ensure the public's safety, address traffic flow issues, and provide timely communications.
OBJECTIVES: Use the Townwide Camera and Security system to mitigate construction and traffic issues impacting residents, the business community, and visitors.
OBJECTIVES: Utilize Emergency Operations Plans and other pro-active measures to ensure the allocation of resources to allow sufficient traffic flow during rush hour and for all emergency vehicles.
OBJECTIVES: Attend all FDOT Flagler Bridge meetings and communicate any logistics issues/information to appropriate staff/units for action.
OBJECTIVES: Provide relevant and timely updates to the community through appropriate social and news media outlets.
Police Department Goal #2: Maximize use of technology to further reduce crime and improve efficiency of police service in order to provide the highest level of protection to achieve exceptional quality of life for the community.
OBJECTIVES: Route all emergency Priority 1 calls through dispatch within 60 seconds and maintain an average police officer response time of less than 4 minutes to these calls.
OBJECTIVE: Engage the capabilities of the Townwide Security System and continue to expand the system through private/public partnerships.
OBJECTIVES: Expand Direct Connect users to improved alarm response to residents and the business community and reduce allocation of resources to false alarms.
OBJECTIVE: Educate and promote public awareness of Town ordinances to achieve compliance, enhancing property values and the well-being of the community.
Police Department Goal #3: Develop and maintain an organizational environment that is professionally rewarding, challenging and that promotes leadership succession to address the future challenges of the police department.
OBJECTIVES: Recruit and train high caliber police candidates.
OBJECTIVES: Identify high potential future leaders and invest in them through training, education and mentoring programs.

Police Department Goal #4: Reduce the opportunity for criminals to commit crime and to apprehend those persons responsible when a crime has been committed.
OBJECTIVE: Use innovative and pro-active measures to gather and analyze intelligence and utilize the latest technologies to develop and collect evidence at crime scenes.
OBJECTIVE: Investigate all cases to identify and arrest the offending party, recover property, and bring investigations to successful conclusions above national average clearance rates.
OBJECTIVE: Conduct programs and activities to achieve crime prevention awareness and inform the public of suspicious occurrences through social media and news releases.
Police Department Goal #5: Provide for the safe and efficient use of parking spaces for residents and business patrons.
OBJECTIVE: Regulate the use of all parking in the Town of Palm Beach by enforcement of all parking ordinances and regulations in order to create adequate turnover.

DEPARTMENT: POLICE

Mission: The Palm Beach Police Department is dedicated to:

- the prevention of crime and the protection of life and property;
- the preservation of peace, order and safety;
- the enforcement of laws and ordinances; and,
- the safeguarding of constitutional guarantees

Through pro-active and creative means.

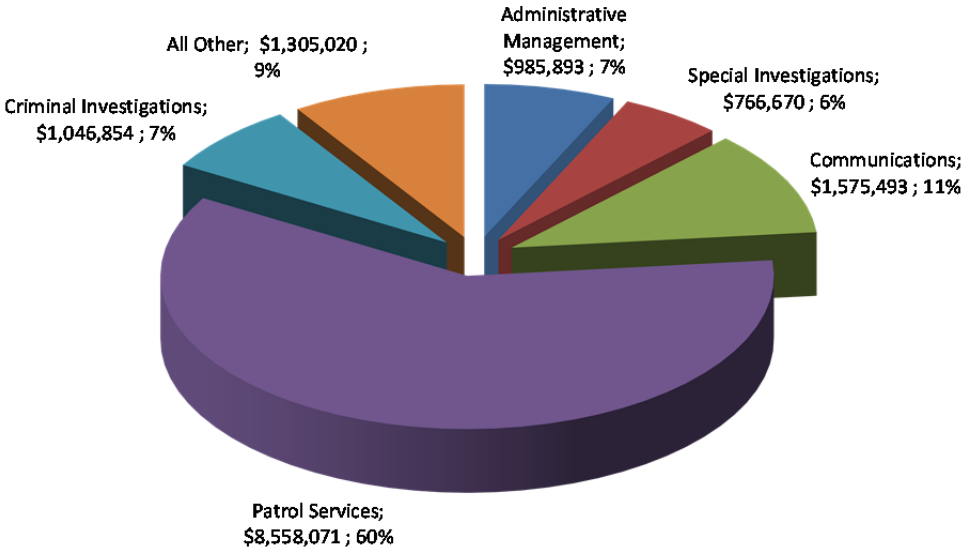
Revenue Summary

	FY2013 Actual	FY2014 Actual	FY2015 Budget	FY2015 Projected	FY2016 Budget	% Change
Bullet Proof Vests Grant	3,861	-	2,500	2,500	-	-100.00%
Fdle Justice Assistance Grant						0.00%
911 Equip Reimbursement	55,463	82,735	108,000	85,000	100,000	-7.41%
Seized Tag	2,967	2,950	3,000	3,000	3,000	0.00%
$12.50 Citation Monies	25,522	3,555	5,000	5,000	5,000	0.00%
Special Assignment Ot - Other	631,809	688,627	625,000	571,023	625,000	0.00%
Police Id Cards	17,219	15,264	20,000	17,500	17,500	-12.50%
Burglar Alarm False Alarm Fees	85,550	81,550	25,000	77,619	50,000	100.00%
Burglar Alarm Registration Fee	47,903	47,674	50,000	95,000	95,000	90.00%
Burglar Alarm - Penalties	5,147	2,828	5,000	5,000	5,000	0.00%
Burglar Alarm - Direct Connect	5,600	6,210	50,000	15,000	15,000	-70.00%
Valet Parking Permit	11,100	10,150	10,000	10,000	10,000	0.00%
Fines - Other Parking	558,859	711,491	700,000	725,000	725,000	3.57%
Fines - Parking Meters	63,786	75,356	50,000	75,000	75,000	50.00%
Row Parking Violation Fines	9,258	16,357	20,000	13,000	15,000	-25.00%
Moving Violations	8,121	9,875	10,000	11,000	10,000	0.00%
Revenue/2nd $ Funding	1,840	3,546	4,000	3,000	3,000	-25.00%
Boot Fees	21,000	27,300	26,000	25,000	26,000	0.00%
Penalty - Other Parking	153,335	199,705	165,000	190,000	190,000	15.15%
Penalty - Parking Meters	21,593	24,792	25,000	30,000	30,000	20.00%
Code Compliance Fines	681,546	845,075	200,000	200,000	200,000	0.00%
Code Compliance Admin Fee	11,450	10,687	10,000	10,000	10,000	0.00%
Rebate For Town Towing	1,656	2,652	2,000	1,900	2,000	0.00%
	2,424,585	2,868,379	2,115,500	2,170,542	2,211,500	4.54%

Expenditure Summary

	FY2013 Actual	FY2014 Actual	FY2015 Budget	FY2015 Adjusted*	FY2015 Projected	FY2016 Budget	% Change
Salaries and Wages	7,043,090	7,101,773	7,694,591	7,694,591	7,177,330	7,794,762	1.30%
Employee Benefits	3,770,286	4,452,190	4,760,819	4,760,819	4,694,952	5,012,607	5.29%
Contractual	360,204	432,386	438,922	443,320	417,517	453,300	3.28%
Commodities	363,705	396,441	372,095	388,467	357,773	356,500	-4.19%
Capital Outlay	30,661	31,644	5,700	15,405	15,405	92,800	1528.07%
Depreciation	428,271	473,318	416,859	416,859	416,859	528,032	26.67%
Other	-	-	-	-	-	-	0.00%
TOTALS	11,996,217	12,887,752	13,688,986	13,719,461	13,079,836	14,238,001	4.01%

*FY15 Adjusted includes FY15 adopted budget plus purchase orders w ritten against the FY14 budget but spent against the FY15 budget.



	FY2013	FY2014	FY2015	FY2016
Full Time Equivalent Employees	104.350	103.350	103.350	103.350

PROGRAM: ADMINISTRATIVE MANAGEMENT 421

Mission: This division exists to manage, support and evaluate all functions of the Police Department in order to provide highly effective and efficient law enforcement for Palm Beach.

Main Activities: The most important things we do to fulfill the mission are:

- Provide leadership and motivation
- Administer a budget that supports necessary activities
- Develop, review, and enforce department policy to promote the goals and objectives of the Town and the Department.
- Develop staff members for future leadership roles.

Expenditure Summary

	FY2013 Actual	FY2014 Actual	FY2015 Budget	FY2015 Adjusted*	FY2015 Projected	FY2016 Budget	% Change
Salaries and Wages	590,161	574,053	562,497	562,497	459,608	590,633	5.00%
Employee Benefits	225,104	276,909	287,823	287,823	267,754	254,910	-11.44%
Contractual	68,881	69,302	46,447	46,847	35,800	110,350	137.58%
Commodities	37,943	47,531	36,100	40,256	40,256	30,000	-16.90%
Capital Outlay	-	-	-	-	-	-	0.00%
Depreciation	1,358	2,707	-	-	-	-	0.00%
Other	-	-	-	-	-	-	0.00%
TOTALS	923,447	970,502	932,867	937,423	803,418	985,893	5.68%

*FY15 Adjusted includes FY15 adopted budget plus purchase orders written against the FY14 budget but spent against the FY15 budget.

Salaries and Wages:
The proposed budget for salaries and wages includes performance based merit pay increases.

Employee Benefits:
Employee benefit costs include the health insurance program and the hybrid pension plan.

Contractual:
Increase due to the consolidation of educational reimbursement expenses for entire department (for degree seeking employees).

Commodities:
Decrease in minor office furniture/equipment purchases and purchase of new/replacement uniforms.

Full Time Equivalent Employees	FY2012	FY2013	FY2014	FY2015	FY2016
Director of Public Safety	0.500	0.500	0.500	0.500	0.500
Deputy Police Chief	1.000	1.000	1.000	1.000	1.000
Major	1.000	1.000	-	-	-
Lieutenant	-	-	2.000	2.000	2.000
Sergeant	1.000	1.000	-	-	-
Police Planner	1.000	1.000	1.000	1.000	1.000
Administrative Assistant	1.000	1.000	1.000	1.000	1.000
	5.500	5.500	5.500	5.500	5.500

Police Administration Program Fiscal Year 2015 Accomplishments
❖ The Department implemented a mobile application to enhance communication with residents and business owners greatly enhancing our social media footprint and allows users to receive the latest twitter messages, submit tips, commend employees, submit feedback, ask questions, etc.
❖ The Department participated in a county wide Insurance Fraud Sting Operation combating fraudulent insurance cards and enforcing vehicle insurance violations.
❖ The Department sponsored a police Captain to attend the Southern Police Command Officers Development Course which is a 400 hour flagship educational program for Law Enforcement for mid to upper level law enforcement managers.
❖ The Department sponsored a lecture by Lt. Col. Grossman, author and West Point graduate, who specializes in the study of psychology of killing and educates law enforcement officers on how to improve the outcomes in lethal encounters.

Fiscal Year 2016 Goals and Performance Measures

Police Department Goal #1: Monitor the allocation of resources to ensure the public's safety, address traffic flow issues, and provide timely communications.

OBJECTIVES:

- **Attend all FDOT Flagler Bridge meetings and communicate any logistics issues/information to appropriate staff/units for action.**
- **Provide relevant and timely updates to the community through appropriate social and news media outlets.**

Performance Measures					
Effectiveness/Output Measures:	**Actual FY12**	**Actual FY13**	**Actual FY14**	**Actual FY15**	**Projected FY16**
Website Visitors	35,552	33,196	39,341	40,014	45,000
FDOT/Community Meetings Attended	NA	10	18	40	40

Police Department Goal #2 – Maximize use of technology to further reduce crime and improve efficiency of police service in order to provide the highest level of protection to achieve exceptional quality of life for the community.

OBJECTIVE:

- **Engage the capabilities of the Townwide Security System and continue to expand the system through private/public partnerships.**
- **Educate and promote public awareness of Town ordinances to achieve compliance, enhancing property values and the well-being of the community.**

Performance Measures					
Effectiveness/Output Measures:	**Actual FY12**	**Actual FY13**	**Actual FY14**	**Actual FY15**	**Projected FY16**
Alerts via Townwide Security System	NA	14	196	141	160
Code Violations Issued	725	210	174	143	150

Police Department Goal #3 - Develop and maintain an organizational environment that is professionally rewarding, challenging and that promotes leadership succession to address the future challenges of the police department.

OBJECTIVES:

- **Recruit and train high caliber police candidates.**
- **Identify high potential future leaders and invest in them through training, education and mentoring programs.**

Performance Measures					
Effectiveness/Output Measures:	**Actual FY12**	**Actual FY13**	**Actual FY14**	**Actual FY15**	**Projected FY16**
Applicants Interviewed	NA	111	155	128	100
Applicants Completed FTO Training	NA	9	13	8	8
Training Hours: Ext. and Internal	4183	3638	2506	6863	5500

Police Department Goal #4: Reduce the opportunity for criminals to commit crime and to apprehend those persons responsible when a crime has been committed.

OBJECTIVE:

- **Conduct programs and activities to achieve crime prevention awareness and inform the public of suspicious occurrences through social media and news releases.**

Performance Measures					
Effectiveness/Output Measures:	**Actual FY12**	**Actual FY13**	**Actual FY14**	**Actual FY15**	**Projected FY16**
News Releases/Media Alerts	NA	33	12	80	50
Crime Prevention Programs/Events	65	70	40	40	40

PROGRAM: ORGANIZED CRIME VICE AND NARCOTICS (OCVAN) 422

Mission: This division exists to minimize the impact of specialized criminal activity (drug enforcement, computer/internet, major financial, organized and vice) within the Town of Palm Beach.

Main Activities: The most important things we do to fulfill the mission are:

- Interview potential targets and associates
- Conduct surveillance
- Make arrests, seize property and assets, establish confidential informants
- Network with other agencies and intelligence groups
- Analyze all intelligence to disseminate
- Maintain intelligence files
- Unmarked crime suppression activities and general support of patrol and investigation
- Reducing residential burglary through proactive strategic and tactical operations

Expenditure Summary

	FY2013 Actual	FY2014 Actual	FY2015 Budget	FY2015 Adjusted*	FY2015 Projected	FY2016 Budget	% Change
Salaries and Wages	319,279	262,201	379,178	379,178	299,412	418,655	10.41%
Employee Benefits	206,031	235,133	299,402	299,402	286,456	303,040	1.22%
Contractual	21,045	24,298	23,800	24,182	25,800	24,300	2.10%
Commodities	18,431	14,037	15,000	15,216	15,000	13,000	-13.33%
Capital Outlay	-	7,800	-	-	-	-	0.00%
Depreciation	5,891	4,588	3,732	3,732	3,732	7,675	105.65%
Other	-	-	-	-	-	-	0.00%
TOTALS	570,677	548,057	721,112	721,710	630,400	766,670	6.32%

*FY15 Adjusted includes FY15 adopted budget plus purchase orders written against the FY14 budget but spent against the FY15 budget.

Salaries and Wages:
The proposed budget for salaries and wages includes performance based merit pay increases. Increase due to more senior officers currently assigned to this division.

Employee Benefits:
Employee benefit costs include the health insurance program and the hybrid pension plan.

Contractual:
No substantial changes to this category.

Commodities:
Reduction due to decrease in expected fuel costs.

Full Time Equivalent Employees	FY2012	FY2013	FY2014	FY2015	FY2016
Sergeant	1.00	1.00	1.00	1.00	1.00
Officer	4.00	4.00	4.00	4.00	4.00
	5.00	5.00	5.00	5.00	5.00

OCVAN Program Fiscal Year 2015 Accomplishments
❖ Particiated in a Crimes Against Children task force ending in the arrest of person who was downloading child pornography and also had a marijuana grow house and hashish manufacturing lab.
❖ Successfully located and returned to customers $1.2 million worth of jewelry that was being wrongfully held by a local jeweler.
❖ Implemented 3 prostitution stings at various locations in town resulting in the arrest of 8 people for prostitution and multiple felony drug charges.

Fiscal Year 2016 Goals and Performance Measures

Police Department Goal #4: Reduce the opportunity for criminals to commit crime and to apprehend those persons responsible when a crime has been committed.

OBJECTIVES:

- **Use innovative and pro-active measures to gather and analyze intelligence and utilize the latest technologies to develop and collect evidence at crime scenes.**
- **Investigate all cases to identify and arrest the offending party, recover property, and bring investigations to successful conclusions above national average clearance rates.**

Performance Measures

Effectiveness/Output Measures:	Actual FY12	Actual FY13	Actual FY14	Actual FY15	Projected FY16
Total Cases Investigated	167	52	109	240	250
Total Intelligence Reports (Received)	131	109	76	71	80
Disseminated Intelligence Bulletins	52	92	45	55	60

OCVAN Productivity Measures

Effectiveness/Output Measures:	Actual FY12	Actual FY13	Actual FY14	Actual FY15	Projected FY16
Cases Investigated	167	52	109	240	250
Warrants Applied For	8	4	8	18	14
Arrest	14	9	17	29	35
Surveillance Hours	1759	468	150	426	500

PROGRAM: RECORDS INFORMATION SYSTEM UNIT 423

Mission: This division exists to provide a centralized collection point for all police activity records and disseminate this information to all in an accurate and meaningful way.

Main Activities: The most important things we do to fulfill the mission are:

- Input all records and data into computer system
- Destroy records in accordance with General Records Schedule for Local Government Agencies and Law Enforcement Agencies
- Provide the public and department with requested reports and records
- Maintain an accurate inventory of police equipment and all police property

Expenditure Summary

	FY2013 Actual	FY2014 Actual	FY2015 Budget	FY2015 Adjusted*	FY2015 Projected	FY2016 Budget	% Change
Salaries and Wages	112,299	114,997	115,284	115,284	115,184	118,427	2.73%
Employee Benefits	58,700	65,031	57,244	57,244	59,466	55,524	-3.00%
Contractual	8,039	7,478	10,600	10,600	9,100	9,100	-14.15%
Commodities	3,182	6,644	3,000	3,000	3,000	3,600	20.00%
Capital Outlay	-	-	-	-	-	-	0.00%
Depreciation	935	468	1,057	1,057	1,057	1,057	0.00%
Other	-	-	-	-	-	-	0.00%
TOTALS	183,155	194,618	187,185	187,185	187,807	187,708	0.28%

*FY15 Adjusted includes FY15 adopted budget plus purchase orders written against the FY14 budget but spent against the FY15 budget.

Salaries and Wages:
The proposed budget for salaries and wages includes performance based merit pay increases.

Employee Benefits:
Employee benefit costs include the health insurance program and the hybrid pension plan.

Contractual:
Decrease in training/professional development expenses.

Commodities:
Increase for minor office/furniture and equipment.

Full Time Equivalent Employees	FY2012	FY2013	FY2014	FY2015	FY2016
Records Manager	1.000	1.000	1.000	1.000	1.000
Records Assistant I	1.000	1.000	1.000	1.000	1.000
	2.000	2.000	2.000	2.000	2.000

Records Program Fiscal Year 2015 Accomplishments
❖ The Records Unit continues to reduce our ecological footprint by reducing unnecessary paper records by scanning probable cause affidavits, case attachments and citations.

Records Productivity Measures

Effectiveness/Output Measures:	Actual FY12	Actual FY13	Actual FY14	Actual FY15	Projected FY16
Incident Reports Received	1039	1122	1149	1496	1300
Citations/Violations Processed	3596	3698	3403	2505	3000
Public Records Request Processed	813	991	954	1088	1000

PROGRAM: TRAINING & COMMUNITY RELATIONS UNIT (TCR) 424

Mission: This division exists to enhance public safety by providing education and training to the community and the Police Department staff that will both enhance crime prevention and encourage citizen involvement.

Main Activities: The most important thing we do to fulfill the mission are:

- Provide education programs for citizens, businesses and schools as a result of Palm Beach Crime Watch, Inc.
- Recruit, place and manage volunteers for a variety of assignments
- Provide current training necessary for certification, retention, and advancement
- Provide accurate information to the public and news media regarding police activities
- Plan, process and track external training requests
- Develop new programs that stay abreast with current crime trends

Expenditure Summary

	FY2013 Actual	FY2014 Actual	FY2015 Budget	FY2015 Adjusted*	FY2015 Projected	FY2016 Budget	% Change
Salaries and Wages	170,929	146,036	158,245	158,245	164,500	173,995	9.95%
Employee Benefits	75,241	86,622	97,391	97,391	97,885	93,708	-3.78%
Contractual	2,631	7,060	8,000	8,000	8,000	8,500	6.25%
Commodities	3,841	3,437	4,100	4,100	4,100	4,100	0.00%
Capital Outlay	-	-	-	-	-	-	0.00%
Depreciation	5,232	4,890	900	900	900	900	0.00%
Other	-	-	-	-	-	-	0.00%
TOTALS	257,874	248,045	268,636	268,636	275,385	281,203	4.68%

*FY15 Adjusted includes FY15 adopted budget plus purchase orders written against the FY14 budget but spent against the FY15 budget.

Salaries and Wages:
The proposed budget for salaries and wages includes performance based merit pay increases.

Employee Benefits:
Employee benefit costs include the health insurance program and the hybrid pension plan.

Contractual:
Minor increase for training/professional development expenses.

Commodities:
No changes in this category.

Full Time Equivalent Employees	FY2012	FY2013	FY2014	FY2015	FY2016
Training & Comm Relations Coor	-	1.000	1.000	1.000	1.000
Crime Prevention Specialist	1.000	1.000	-	-	-
Office Assistant II	1.000	1.000	2.000	2.000	2.000
Sergeant	1.000	-	-	-	-
	3.000	3.000	3.000	3.000	3.000

Training and Community Relations Program Fiscal Year 2015 Accomplishments
❖ The unit continued to reduce the Department's ecological footprint by creating electronic tracking systems for ammunition and class evaluations. The unit has also created electronic forms/submission for overtime agreements and training/travel requests.

Fiscal Year 2016 Goals and Performance Measures

Police Department Goal #1- Monitor the allocation of resources to ensure the public's safety, address traffic flow issues, and provide timely communications.

OBJECTIVES:

- **Provide relevant and timely updates to the community through appropriate social and news media outlets.**
- **Use of the Townwide Camera and Security system to mitigate construction and traffic issues impacting residents, the business community, and visitors.**

Performance Measures				
Effectiveness/Output Measures:	**Actual FY13**	**Actual FY14**	**Actual FY15**	**Projected FY16**
Public Eblasts (via website)	5	5	11	20
News Releases/Bulletins to Website	6	12	35	50
Website Updates (i.e. pictures, forms, flyers, etc.	10	30	40	50

Police Department Goal #2 – Maximize use of technology to further reduce crime and improve efficiency of police service in order to provide the highest level of protection to achieve exceptional quality of life for the community.

OBJECTIVE:

- **Educate and promote public awareness of Town ordinances to achieve compliance, enhancing property values and the well-being of the community.**

Performance Measures					
Effectiveness/Output Measures:	**Actual FY12**	**Actual FY13**	**Actual FY14**	**Actual FY15**	**Projected FY16**
Website Updates/Announcements	NA	33	30	40	40
Website Hits	35,552	33,196	39,341	40,014	45,000

Police Department Goal #3 - Develop and maintain an organizational environment that is professionally rewarding, challenging and that promotes leadership succession to address the future challenges of the police department.

OBJECTIVES:

- **Recruit and train high caliber police candidates.**
- **Identify high potential future leaders and invest in them through training, education and mentoring programs.**

Performance Measures					
Effectiveness/Output Measures:	**Actual FY12**	**Actual FY13**	**Actual FY14**	**Actual FY15**	**Projected FY16**
Applications Received	85	179	387	316	250
Applicants Interviewed	61	111	155	128	100
Applicants Hired	0	11	25	11	8
Applicants Completed FTO Program	NA	9	21	8	8
Number of Hours of Training Provided	4183	3638	2506	6863	5500

Police Department Goal #4: Reduce the opportunity for criminals to commit crime and to apprehend those persons responsible when a crime has been committed.

OBJECTIVE:

- **Conduct programs and activities to achieve crime prevention awareness and inform the public of suspicious occurrences through social media and news releases.**

Performance Measures					
Effectiveness/Output Measures:	**Actual FY12**	**Actual FY13**	**Actual FY14**	**Actual FY15**	**Projected FY16**
**Crime Prevention /Community Activities/Meetings/Programs	65	70	40	40	40
Palm Beach Crime Watch Members	650	*135	145	145	150

*Actual paid members
**Meetings/Activities include Crime Watch Breakfast, various community association meetings, school programs, shred events, open house, National Night Out, etc.

PROGRAM: COMMUNICATIONS UNIT 425

Mission: This division exists to enhance public safety by providing the community and field personnel with professional and rapid response to all calls for public safety assistance through effective training of personnel and continual evaluation of success and need.

Main Activities: The most important things we do to fulfill the mission are:

- Receive emergency and non-emergency calls for service
- Coordinate appropriate response of Public Safety services
- Provide emergency medical instructions
- Operate and control interoperable radio systems for police and fire rescue
- Support field personnel by processing and relaying information

Expenditure Summary

	FY2013 Actual	FY2014 Actual	FY2015 Budget	FY2015 Adjusted*	FY2015 Projected	FY2016 Budget	% Change
Salaries and Wages	754,405	757,711	883,074	883,074	843,829	916,939	3.83%
Employee Benefits	386,802	401,729	474,809	474,809	475,227	504,374	6.23%
Contractual	138,231	149,361	146,575	147,167	135,867	113,000	-22.91%
Commodities	7,215	7,466	7,600	7,600	7,600	7,250	-4.61%
Capital Outlay	-	7,856	-	9,705	9,705	-	0.00%
Depreciation	65,006	34,631	27,383	27,383	27,383	33,930	23.91%
Other	-	-	-	-	-	-	0.00%
TOTALS	1,351,659	1,358,754	1,539,441	1,549,738	1,499,611	1,575,493	2.34%

*FY15 Adjusted includes FY15 adopted budget plus purchase orders w ritten against the FY14 budget but spent against the FY15 budget.

Salaries and Wages:
The proposed budget for salaries and wages includes performance based merit pay increases.

Employee Benefits:
Employee benefit costs include the health insurance program and the hybrid pension plan.

Contractual:
Decrease is the result of bi-annual training expenses and the re-allocation of cost associated with radio operation to the Fire Rescue Department.

Commodities:
Reduction is the result of expenses associated with anticipated webinar classes.

Full Time Equivalent Employees	FY2012	FY2013	FY2014	FY2015	FY2016
Lead Telecommunications Supervisor	1.000	1.000	1.000	1.000	1.000
Telecommunications Supervisor	2.000	2.000	3.000	3.000	3.000
Telecommunicator	10.000	10.500	9.500	10.500	10.500
Call-Taker	1.000	1.000	1.000	1.000	1.000
	14.000	14.500	14.500	15.500	15.500

Communications Program Fiscal Year 2015 Accomplishments
❖ The Residential Direct Connect program was implemented in FY15 and there are currently 101 active Residential Direct Connect users. The Department responded to 294 Direct Connect Alarm calls for service during FY15.
❖ The Communications Unit personnel were trained and now utilize the Town's Alert Website to appropriately notify residents and employees of emergency situations affecting the Town 24/7.
❖ Implemented a pre-announce dispatch procedure that reduced "Call Receive to Routed" and Call Received to Call-Taking Finished" time by 55 and 48 seconds, respectively.

Fiscal Year 2016 Goals and Performance Measures

Police Department Goal #4: Reduce the opportunity for criminals to commit crime and to apprehend those persons responsible when a crime has been committed.

OBJECTIVE:

- **Route all emergency Priority 1 calls through dispatch within 60 seconds and maintain an average police officer response time of less than 4 minutes to these calls.**

Performance Measures

Effectiveness/Output Measures:	Actual FY12	Actual FY13	Actual FY14	Actual FY15	Projected FY16
Average Call Dispatch Time (Police)	00:54	00:51	1:11	1:01	1:00
Average Call Dispatch Time (Fire/Medical)	00:16	00:19	00:26	00:22	00:20

Communications Productivity Measures

Effectiveness/Output Measures:	Actual FY12	Actual FY13	Actual FY14	Actual FY15	Projected FY16
Police Calls	49,090	44,221	44,695	49,950	47,000
Fire Calls/Medical Calls	1,169	*2,447	2,475	2,572	2,166
Medical Calls	1,606	NA	NA	NA	NA

*Fire and Medical calls are combined as a result of new Priority Dispatch software.

PROGRAM: CRIME SCENE/EVIDENCE UNIT 426

Mission: This division exists to enhance public safety and assist the crime solving process through the forensic investigation of crime scenes.

Main Activities: The most important things we do to fulfill the mission are:

- Collect, record and preserve physical evidence found at crime scenes
- Prepare detailed investigative reports
- Sketching and photography, as needed
- Conduct laboratory analysis of forensic evidence
- Examination and comparison of latent fingerprints
- Preparation of cases for trial
- Submission of evidence to appropriate forensic laboratories for analysis
- Perform crime prevention services for the community to include fingerprinting and identification cards

Expenditure Summary

	FY2013 Actual	FY2014 Actual	FY2015 Budget	FY2015 Adjusted*	FY2015 Projected	FY2016 Budget	% Change
Salaries and Wages	130,201	130,753	142,815	142,815	132,605	144,420	1.12%
Employee Benefits	37,745	29,664	32,421	32,421	32,301	30,630	-5.52%
Contractual	12,352	10,469	12,900	14,068	12,900	15,050	16.67%
Commodities	10,806	7,759	6,400	6,400	6,650	6,750	5.47%
Capital Outlay	-	6,283	5,700	5,700	5,700	-	-100.00%
Depreciation	11,769	5,347	5,850	5,850	5,850	5,850	0.00%
Other	-	-	-	-	-	-	0.00%
TOTALS	202,873	190,275	206,086	207,254	196,006	202,700	-1.64%

*FY15 Adjusted includes FY15 adopted budget plus purchase orders written against the FY14 budget but spent against the FY15 budget.

Salaries and Wages:
The proposed budget for salaries and wages includes performance based merit pay.

Employee Benefits:
Employee benefit costs include the health insurance program and the hybrid pension plan.

Contractual:
Increase for advertising fees associated with the County Thrift Store Auctions.

Commodities:
Slight increase in linen/towel service expenses and minor office equipment.

Full Time Equivalent Employees	FY2012	FY2013	FY2014	FY2015	FY2016
Crime Scene Evidence Manager	1.000	1.000	1.000	1.000	1.000
Crime Scene Technician II	1.000	1.000	1.000	1.000	1.000
Office Assistant II	0.500	0.500	-	-	-
	2.500	2.500	2.000	2.000	2.000

Crime Scene Program Fiscal Year 2015 Accomplishments
❖ The security of high liability storage areas, such as firearms, narcotics, and jewelry, was enhanced with metal evidence lockers utilizing electronic combination locks and high security shelf units for narcotics.
❖ An inventory of the evidence room was completed resulting in 1,493 articles of evidence being disposed. The destruction of narcotics and expired pharmaceuticals was completed twice during the year.
❖ The Automated Fingerprint Identification System was used in numerous crime scene investigations from attempted murder to stolen vehicles. This assisted in the crime solvability where there were no suspects and thereby help to increased clearance rates for the year.

Fiscal Year 2016 Goals and Performance Measures

Police Department Goal #4: Reduce the opportunity for criminals to commit crime and to apprehend those persons responsible when a crime has been committed.

OBJECTIVES:

- **Use innovative and pro-active measures to gather and analyze intelligence and utilize the latest technologies to develop and collect evidence at crime scenes.**

Performance Measures

Effectiveness/Output Measures:	Actual FY12	Actual FY13	Actual FY14	Actual FY15	Projected FY16
Voluntary ID Cards	1051	1011	1081	1239	1100
Crime Scenes Processed	40	42	50	52	50

Crime Scene Productivity Measures

Effectiveness/Output Measures:	Actual FY12	Actual FY13	Actual FY14	Actual FY15	Projected FY16
Latent Print Comparisons	2066	2892	2122	3122	2500
Fingerprint Identifications	26	33	39	58	45
Audio/Video/Photographic Evidence	647	698	747	808	775
Evidence Collected	1326	1105	1333	1702	1500
Evidence Disposed Of	2075	1418	3246	849	1500

PROGRAM: PATROL 428

Mission: This division exists to protect life and property, prevent and suppress crime, preserve the public order and apprehend violators of laws and ordinances in order to create an environment where citizens feel safe and secure.

Main Activities: The most important things we do to fulfill the mission are:

- Provide first level of law enforcement response
- Use cruisers, motorcycles, bicycles, ATV's, marine units and foot patrol as appropriate to the situation
- Investigate suspicious persons and incidents to deter and detect criminal activity
- Establish 'omnipresence' through frequent and conspicuous patrol throughout the community
- Resolve various types of problems and conflicts in order to preserve the peace
- Enforce traffic regulations, investigate accidents and maintain an orderly flow of traffic
- Employ a proactive approach to deter and prevent crime

Expenditure Summary

	FY2013 Actual	FY2014 Actual	FY2015 Budget	FY2015 Adjusted*	FY2015 Projected	FY2016 Budget	% Change
Salaries and Wages	4,111,522	4,271,655	4,483,468	4,483,468	4,297,277	4,485,042	0.04%
Employee Benefits	2,285,123	2,818,095	2,910,913	2,910,913	2,890,721	3,167,474	8.81%
Contractual	85,495	143,888	145,900	146,156	141,800	119,100	-18.37%
Commodities	259,252	283,108	278,295	290,259	258,067	262,200	-5.78%
Capital Outlay	27,666	9,705	-	-	-	92,800	100.00%
Depreciation	271,176	315,375	316,270	316,270	316,270	431,455	36.42%
Other	-	-	-	-	-	-	0.00%
TOTALS	7,040,234	7,841,826	8,134,846	8,147,066	7,904,135	8,558,071	5.20%

*FY15 Adjusted includes FY15 adopted budget plus purchase orders written against the FY14 budget but spent against the FY15 budget.

Salaries and Wages:
The proposed budget for salaries and wages includes performance based merit pay increases.

Employee Benefits:
Employee benefit costs include the health insurance program and the hybrid pension plan.

Contractual:
Decrease due mainly to equipment maintenance costs on security cameras. Also includes decreases to vehicle maintenance costs, data line charges, and dry-cleaning.

Commodities:
Decrease is the result of reductions in anticipated expenses in office supplies, fuel, and ammunition.

Full Time Equivalent Employees	FY2012	FY2013	FY2014	FY2015	FY2016
Captain	4.000	4.000	4.000	4.000	4.000
Sergeant	8.000	8.000	8.000	8.000	8.000
Officer	42.000	42.000	42.000	42.000	42.000
Office Assistant II	1.000	1.000	1.000	-	-
Master Mechanic	0.800	0.800	0.800	0.800	0.800
Fleet Manager	0.800	0.800	0.800	0.800	0.800
	56.600	56.600	56.600	55.600	55.600

Police Patrol Program Fiscal Year 2015 Accomplishments
❖ Implemented a mobile application to enhance communication with residents and business owners greatly enhancing our social media footprint and allows users to receive the latest twitter messages, submit tips, commend employees, submit feedback, ask questions, etc.
❖ The Department purchased 3 StarChase pursuit management units through a vendor grant opportunity that utilizes GPS tracking technology that circumvents the need to pursuit a suspect and allows for remote vehicle tracking.
❖ The Department participated in the National Click it Or Ticket Enforcement Campaign to raise awareness and enforce seat belt violations.

Fiscal Year 2016 Goals and Performance Measures

Police Department Goal #1: Monitor the allocation of resources to ensure the public's safety, address traffic flow issues, and provide timely communications.

OBJECTIVES:

- **Use the Townwide Camera and Security system to mitigate construction and traffic issues impacting residents, the business community, and visitors.**
- **Utilize Emergency Operations Plans and other pro-active measures to allocate resources to allow sufficient traffic flow during rush hour and for all emergency vehicles.**
- **Attend all FDOT Flagler Bridge meetings and communicate any logistics issues/information to appropriate staff/units for action.**

Performance Measures					
Effectiveness/Output Measures:	**Actual FY12**	**Actual FY13**	**Actual FY14**	**Actual FY15**	**Projected FY16**
Alerts via Townwide Security System	NA	14	196	141	160

Police Department Goal #2 – Maximize use of technology to further reduce crime and improve efficiency of police service in order to provide the highest level of protection to achieve exceptional quality of life for the community.

OBJECTIVE:

- **Engage the capabilities of the Townwide Security System and continue to expand the system through private/public partnerships.**
- **Expand Direct Connect users to improved alarm response to residents and the business community and reduce allocation of resources to false alarms.**

- **Educate and promote public awareness of Town ordinances to achieve compliance, enhancing property values and the well-being of the community.**

Performance Measures				
Effectiveness/Output Measures:	**Actual FY13**	**Actual FY14**	**Actual FY15**	**Projected FY16**
Public Eblasts (via website)	5	5	11	20
News Releases/Bulletins to Website	6	12	35	50

Police Department Goal #3 - Develop and maintain an organizational environment that is professionally rewarding, challenging and that promotes leadership succession to address the future challenges of the police department.

OBJECTIVES:

- **Recruit and train high caliber police candidates.**
- **Identify high potential future leaders and invest in them through training, education and mentoring programs.**

Performance Measures					
Effectiveness/Output Measures:	**Actual FY12**	**Actual FY13**	**Actual FY14**	**Actual FY15**	**Projected FY16**
Applications Received	85	179	259	316	250
Applicants Interviewed	61	111	101	128	100
Applicants Hired	0	11	16	8	8
Applicants Completed FTO Program	NA	9	13	8	8
Number of Hours of Training Provided	4183	3638	216	6863	5500

Police Department Goal #4: Reduce the opportunity for criminals to commit crime and to apprehend those persons responsible when a crime has been committed.

OBJECTIVE:

- **Route all emergency Priority 1 calls through dispatch within 60 seconds and maintain an average police officer response time of less than 4 minutes to these calls.**
- **Use innovative and pro-active measures to gather and analyze intelligence and utilize the latest technologies to develop and collect evidence at crime scenes.**
- **Investigate all cases to identify and arrest the offending party, recover property, and bring investigations to successful conclusions above national average clearance rates**

- **Conduct programs and activities to achieve crime prevention awareness and inform the public of suspicious occurrences through social media and news releases.**

Performance Measures					
Effectiveness/Output Measures:	**Actual FY12**	**Actual FY13**	**Actual FY14**	**Actual FY15**	**Projected FY16**
Police Calls	49,090	44,221	44,695	49,950	47,000
Patrol Response Time	3:34	3:53	4:06	5:27	4:00
Arrest by Patrol Officers	1675	1708	1700	1368	1500
Business Security Checks Hours*	140,430	92,556	*1930	3217	3500
Closed House Checks	6,680	4,419	1550	1525	1600
Field Interview Reports	587	676	475	356	425
Intelligence Reports	131	109	76	71	80

*Began tracking by hours

Police Patrol Productivity Measures

Effectiveness/Output Measures:	**Actual FY12**	**Actual FY13**	**Actual FY14**	**Actual FY15**	**Projected FY16**
Foot Patrol Hours	6,834	5,635	1500	1649	1800
Bicycle Patrol Hours	1,387	1,077	75	30	500
ATV Hours	130	17	50	23	50
Marine Patrol Hours	1,818	1,338	1500	2002	3000
Selective Enforcement Hours	1,698	990	260	1488	1500

PROGRAM: CRIMINAL INVESTIGATION UNIT 429

Mission: This division exists to investigate, solve and suppress crime and apprehend criminals in order to provide a sense of personal safety and security to citizens and business owners.

Main Activities: The most important things we do to fulfill the mission are:

- Interviewing of witnesses and interrogation of suspects
- Victim contact and follow-up
- Coordinate the flow of investigations and information among other jurisdictions and units
- Dignitary protection for qualified recipients
- Unmarked crime suppression activities.
- Reduce residential burglary through proactive strategic and tactical operatives.

Expenditure Summary

	FY2013 Actual	FY2014 Actual	FY2015 Budget	FY2015 Adjusted*	FY2015 Projected	FY2016 Budget	% Change
Salaries and Wages	582,924	561,043	630,983	630,983	584,242	611,724	-3.05%
Employee Benefits	325,432	362,711	395,619	395,619	383,890	391,500	-1.04%
Contractual	6,702	8,455	12,800	12,800	15,250	20,700	61.72%
Commodities	10,165	10,484	10,000	10,036	10,200	10,000	0.00%
Capital Outlay	2,995	-	-	-	-	-	0.00%
Depreciation	14,421	10,336	9,105	9,105	9,105	12,930	42.01%
Other	-	-	-	-	-	-	0.00%
TOTALS	942,639	953,029	1,058,507	1,058,543	1,002,687	1,046,854	-1.10%

*FY15 Adjusted includes FY15 adopted budget plus purchase orders w ritten against the FY14 budget but spent against the FY15 budget.

Salaries and Wages:
The proposed budget for salaries and wages includes performance based merit pay increases. Reduction is the result of a less senior detectives in the unit.

Employee Benefits:
Employee benefit costs include the health insurance program and the hybrid pension plan.

Contractual:
Increase is the result of additional funds for investigation expenses and training for new detectives.

Commodities:
No change in this category.

Full Time Equivalent Employees	FY2012	FY2013	FY2014	FY2015	FY2016
Captain	1.000	1.000	1.000	1.000	1.000
Sergeant	1.000	1.000	1.000	1.000	1.000
Officer	4.000	4.000	4.000	4.000	4.000
Crime Intellegence Analyst	1.000	1.000	1.000	1.000	1.000
Office Assistant II	0.500	0.500	-	-	-
	7.500	7.500	7.000	7.000	7.000

Criminal Investigation Unit Program Fiscal Year 2015 Accomplishments
❖ The unit has doubled the Department's Part 1 Crime clearance rates and apprehended crimes and deter future crimes by utilizing staff knowledge, experience, and the current surveillance technologies to their fullest.

Fiscal Year 2016 Goals and Performance Measures

Police Department Goal #4: Reduce the opportunity for criminals to commit crime and to apprehend those persons responsible when a crime has been committed.

OBJECTIVE:

- **Use innovative and pro-active measures to gather and analyze intelligence and utilize the latest technologies to develop and collect evidence at crime scenes.**
- **Investigate all cases to identify and arrest the offending party, recover property, and bring investigations to successful conclusions above national average clearance rates**
- **Conduct programs and activities to achieve crime prevention awareness and inform the public of suspicious occurrences through social media and news releases.**

Performance Measures

Effectiveness/Output Measures:	Actual FY12	Actual FY13	Actual FY14	Actual FY15	Projected FY16
Crimes Investigated	244	250	254	165	200
Investigative Clearance Rate (Part 1)	38%	39%	38%	51%	42%

Criminal Investigation Unit Productivity Measures

Effectiveness/Output Measures:	Actual FY12	Actual FY13	Actual FY14	Actual FY15	Projected FY16
Investigative Hours	3085	2965	2700	2104	2500
Surveillance Hours	421	293	208	123	200
Patrol Hours	480	622	479	613	550

PROGRAM: PARKING CONTROL UNIT 430

Mission: This division exists to provide for the efficient use of limited public parking availability through active enforcement of all parking ordinances, rules and regulations.

Main Activities: The most important things we do to fulfill the mission are:

- Patrol parking areas on a regular basis to identify and ticket violators
- Address inquiries and complaints from the public
- Handle pedestrian and vehicular traffic at schools and major intersections
- Apply vehicle immobilization device as necessary
- Review construction plans for traffic hazards, traffic flow and parking for special events as needed

Expenditure Summary

	FY2013 Actual	FY2014 Actual	FY2015 Budget	FY2015 Adjusted*	FY2015 Projected	FY2016 Budget	% Change
Salaries and Wages	271,370	283,324	339,047	339,047	280,673	334,927	-1.22%
Employee Benefits	170,108	176,296	205,197	205,197	201,252	211,447	3.05%
Contractual	16,828	12,075	31,900	33,500	33,000	33,200	4.08%
Commodities	12,870	15,975	11,600	11,600	12,900	19,600	68.97%
Capital Outlay	-	-	-	-	-	-	0.00%
Depreciation	52,483	94,976	52,562	52,562	52,562	34,235	-34.87%
Other	-	-	-	-	-	-	0.00%
TOTALS	523,659	582,646	640,306	641,906	580,387	633,409	-1.08%

*FY15 Adjusted includes FY15 adopted budget plus purchase orders written against the FY14 budget but spent against the FY15 budget.

Salaries and Wages:
The proposed budget for salaries and wages includes performance based merit pay increases. Reduction is the result of less senior staff.

Employee Benefits:
Employee benefit costs include the health insurance program and the hybrid pension plan.

Contractual:
Increase due to additional data line charges for Parking Enforcement devices and printing for citations.

Commodities:
Increase budget for replacement traffic boots and replacement cellular phones for enforcement officers.

Full Time Equivalent Employees	FY2012	FY2013	FY2014	FY2015	FY2016
Parking/Code Enforcement Manager	0.500	0.500	0.500	0.500	0.500
Lead Parking Control Officer	1.000	1.000	1.000	1.000	1.000
Parking Enforcement Officer	6.000	6.000	6.000	6.000	6.000
Code/Parking Enforcement Specialist	0.250	0.250	0.250	0.250	0.250
	7.750	7.750	7.750	7.750	7.750

Parking Control Program Fiscal Year 2015 Accomplishments
❖ Concerted efforts were made to confiscate altered or copied residential and construction permits allowing for more authorized user parking.
❖ Hired and trained a new parking enforcement officer.

Fiscal Year 2016 Goals and Performance Measures

Police Department Goal #5: Provide for the safe and efficient use of parking spaces for residents and business patrons.

OBJECTIVE:

- **Regulate the use of all parking in the Town of Palm Beach by enforcement of all parking ordinances and regulations in order to create adequate turnover.**

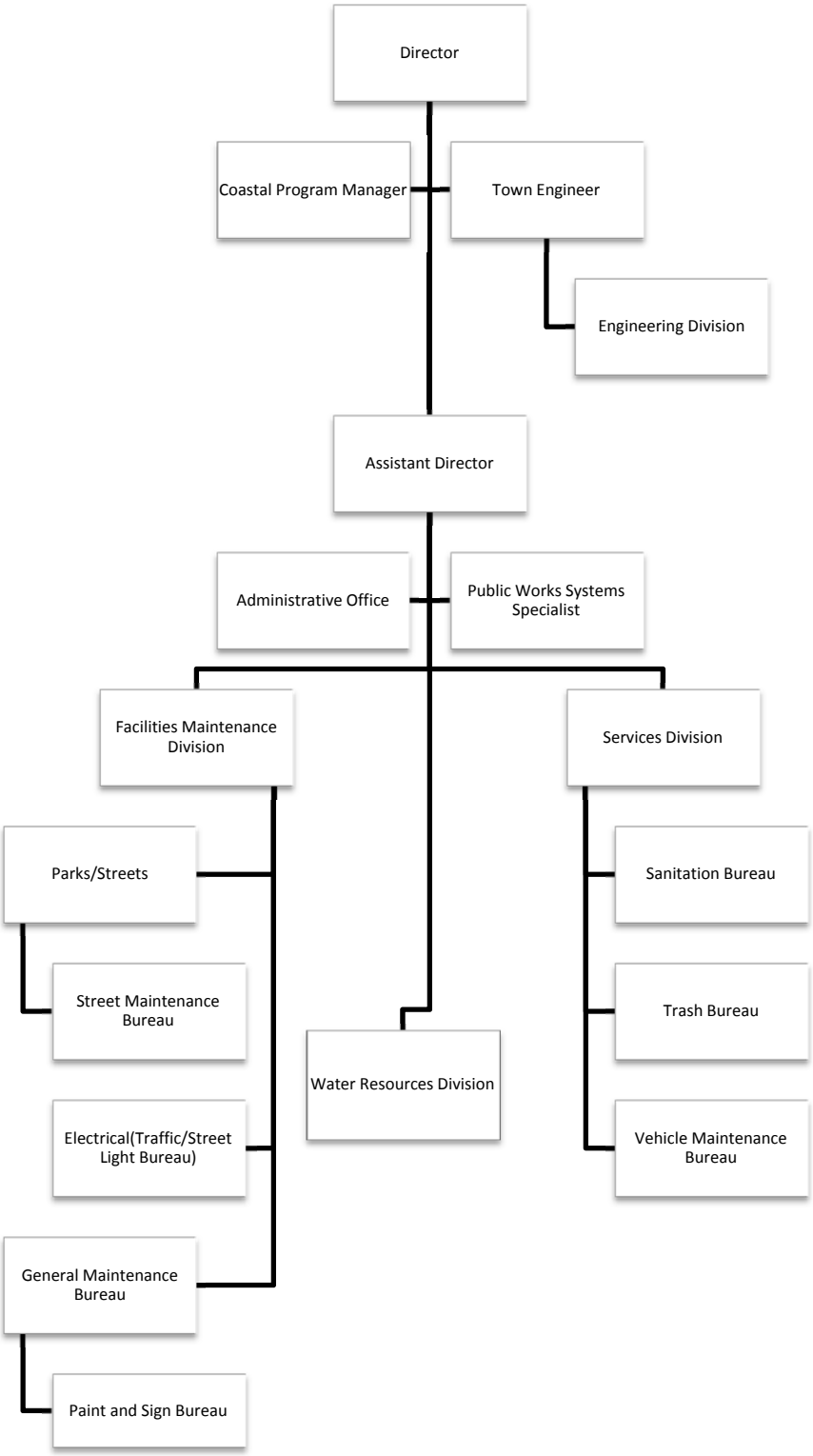
Performance Measures

Effectiveness/Output Measures:	Actual FY12	Actual FY13	Actual FY14	Actual FY15	Projected FY16
Parking Tickets	13237	11217	14900	10214	12000
Kiosk Tickets	2142	1138	1450	1294	1350
Traffic Boots	76	56	64	36	45

Parking Control Productivity Measures

Effectiveness/Output Measures:	Actual FY12	Actual FY13	Actual FY14	Actual FY15	Projected FY16
Vehicle Patrol Hours	8237	6988	7365	8721	9000
Revenues	$797,074	$889,356	$964,500	$1,099,515	1,000,000
Expenditures	$562,984	$521,353	$647,772	$548,608	$650,000

Public Works


Director
Coastal Program Manager
Town Engineer
Engineering Division
Assistant Director
Administrative Office
Public Works Systems Specialist
Facilities Maintenance Division
Services Division
Parks/Streets
Sanitation Bureau
Street Maintenance Bureau
Trash Bureau
Water Resources Division
Electrical(Traffic/Street Light Bureau)
Vehicle Maintenance Bureau
General Maintenance Bureau
Paint and Sign Bureau

Public Works Department FY2016 Goals

Public Works Goal #1: Continue to aggressively monitor FDOT's Flagler Memorial Bridge Project and implement coordinated actions with other governmental authorities (State, County, City of West Palm Beach) to mitigate impacts of any short-term or long-term complete closure of the bridge.

OBJECTIVES:

- Attend periodic meetings with FDOT/contractor project teams.
- Coordinate negative traffic impacts with other Town departments as well as affected resident/businesses, assist in developing mitigation strategies.

Public Works Goal #2: Continue implementation of a long term coastal protection plan

OBJECTIVES:

- Continue pursuit of required Federal permits in accordance with BMA
- Continue BMA and permit required monitoring
- Construct shore protection projects in accordance with the 10-year long term plan

Public Works Goal #3: Implement Phase 2 of the ACIP

OBJECTIVES:

- Continue Programming and Design of Phase 2 Projects
- Schedule construction based on Flagler Memorial Bridge re-opening and utility undergrounding program

Public Works Goal #4: Street Maintenance/Repair
Ensure all paved streets and sidewalks are properly maintained to provide safe and smooth riding surfaces, to satisfy the residents and the public

OBJECTIVES:

- Initiate Pavement Assessment Survey
- Develop long term pavement management program
- Sweep all streets and clean out storm drainage inlets to keep roads clear
- Respond in timely manner to roadway discrepancies to correct them

Public Works Goal #5: Traffic Control - Provide all necessary traffic control devices and markings to ensure safe pedestrian and vehicle operation

OBJECTIVES:

- Maintain proper signs and pavement markings to meet parking/traffic needs
- Operate/maintain traffic signals, including preventive maintenance and also responding to urgent call outs in timely manner

Public Works Goal #6: Storm Water Management - Protect the health, safety and property of residents and businesses to prevent or minimize flooding of the Town's rights-of-way and adjacent private property

OBJECTIVES:

- Operate and maintain the storm water collection and pumping systems in a manner that reduces unexpected failures of the equipment, and respond to call-outs for reported flooding of streets and property.
- Assist in rehabilitation or construction of ACIP projects related to stormwater facilities.

Public Works Goal #7: Sanitary Sewer - Protect the health and welfare of residents, businesses, general public and the environment to collect, transport and dispose of the Town's sewage in an efficient and cost effective manner

OBJECTIVES:

- Operate and maintain the sanitary sewer collection and pumping systems in a manner that reduces unexpected failures of the equipment, and respond to call-outs for reported problems associated with clogs, backups, spills or equipment.\
- Assist in rehabilitation or construction of ACIP projects related to sanitary sewer facilities and infrastructure.

Public Works Goal #8: Yard Trash Collection - Provide timely yard waste collection and disposal services, by providing the desired level of service in an efficient and cost effective manner

OBJECTIVES:

- Investigate and study alternative means of reducing the volume of vegetative debris at these sites to prolong the useful life of the landfills.
- Continue consultant task to identify a suitable pilot program for waste reduction, material processing and potential uses for final disposition.
- Develop long term master plan for landfill use, closure and or long term care.

Public Works Goal #9: Recycling - Provide timely collection of recyclable materials, by providing the desired level of service in an efficient and cost effective manner

OBJECTIVES:

- Use multiple methods of communication to obtain the customer feedback to determine the type and quantity of materials being recycled by commercial customers and implement appropriate procedures.
- Continue to educate residents and businesses on the benefits of recycling, and strive to increase the amount of material being recycled.
- Research and implement a Town of Palm Beach office recycling program specific to departmental operations.
- Continue participation in Re-Trac program to accurately record and report the Town's government tonnage.

Public Works Goal #10: Landscape Maintenance - Maintain the landscaping and grounds of the Town in an efficient and cost effective manner, while striving to improve its appearance

OBJECTIVES:

- Investigate and study alternatives to improve irrigation systems Town-wide, and to standardize equipment and materials. Implement upgrades or replacements in larger parks and medians as appropriate.

Public Works Goal #11: Facility Maintenance - Maintain the buildings, structures, and facilities of the Town in an efficient, safe and cost effective manner for the general public and Town employees.

OBJECTIVES:

- Begin the systematic replacement of existing lighting with energy efficient LED lighting.
- Accomplish the replacement of essential and high-profile HVAC systems such as the Police Department.

Public Works Goal #12: Equipment Maintenance - Maintain the vehicles and equipment of the Town's non-public-safety fleet in an efficient, safe and cost effective manner.

OBJECTIVES:

- Maintain high level of equipment availability and reduce down-time by performing necessary and proactive preventive maintenance, and repairs as required.
- Acquire new vehicles and equipment through planning and budgeting from the Equipment Replacement Fund, to provide newer and more efficient fleet that meets the requirements of the users.

DEPARTMENT: PUBLIC WORKS

Mission: The Public Works Department exists to create and maintain a safe, clean and aesthetically pleasing environment for all the citizens of Palm Beach. This efficient and cost effective environment is provided for the residents, businesses, visitors, and employees who utilize the Town facilities in our community. The Public Works Department applies both proven and innovative techniques and systems to provide for excellence in the operation, construction, maintenance and repair of the public buildings, structures and grounds to achieve this purpose. The continuous stewardship of the Town's infrastructure and coastal resources is achieved through the dedicated efforts of a diverse group of operational, administrative, engineering, and construction professionals.

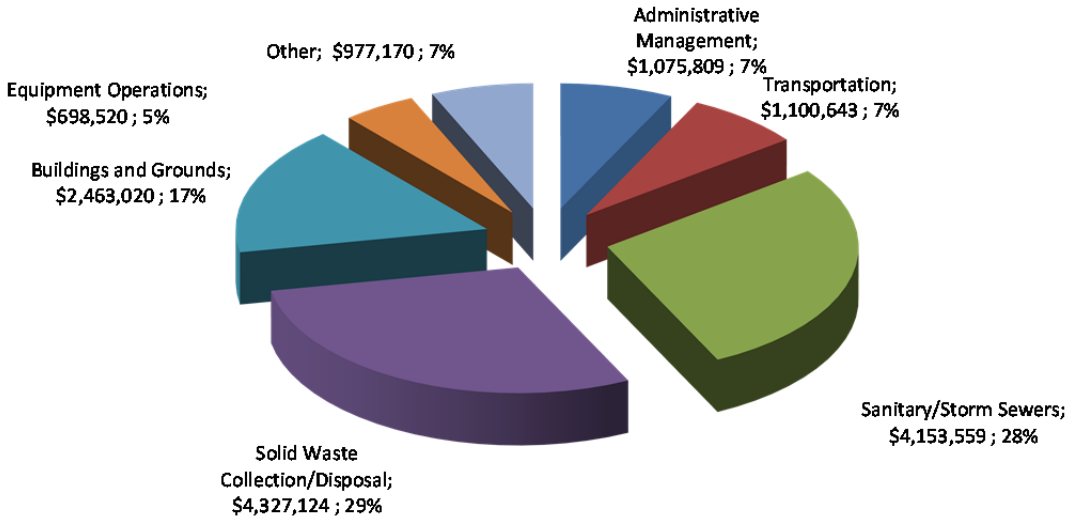
Revenue Summary

	FY2013 Actual	FY2014 Actual	FY2015 Budget	FY2015 Projected	FY2016 Budget	% Change
Special Solid Waste	8,553	11,235	10,000	10,000	10,000	0.00%
Solid Waste	962,527	947,431	947,600	947,000	976,028	3.00%
Comp. Garbage Collection Fee	257,009	239,488	262,000	262,000	269,860	3.00%
SWA Recycling Revenue	31,109	25,186	30,000	25,000	25,000	-16.67%
Historic Speciman Tree Fee	4,862	3,094	5,000	5,000	5,000	0.00%
	1,264,060	1,226,434	1,254,600	1,249,000	1,285,888	2.49%

Expenditure Summary

	FY2013 Actual	FY2014 Actual	FY2015 Budget	FY2015 Adjusted*	FY2015 Projected	FY2016 Budget	% Change
Salaries and Wages	4,947,723	4,963,901	5,268,503	5,268,503	5,268,503	5,300,988	0.62%
Employee Benefits	2,360,249	2,691,608	2,670,272	2,670,272	2,670,272	2,782,382	4.20%
Contractual	4,347,724	4,451,366	5,001,121	5,533,356	5,001,121	5,153,993	3.06%
Commodities	761,056	775,005	838,575	876,605	838,575	898,547	7.15%
Capital Outlay	27,638	9,232	3,500	3,500	3,500	13,500	285.71%
Depreciation	607,519	564,056	573,832	573,832	573,832	646,435	12.65%
Other	-	-	-	-	-	-	0.00%
TOTALS	13,051,909	13,455,168	14,355,803	14,926,068	14,355,803	14,795,845	3.07%

*FY15 Adjusted includes FY15 adopted budget plus purchase orders w ritten against the FY14 budget but spent against the FY15 budget.



	FY2013	FY2014	FY2015	FY2016
Full Time Equivalent Employees	88.020	88.042	87.540	89.040

Changes to FTEs:

- Increase Mechanic I position from part-time (.5) to full-time (1.0)
- Add Engineering Technical Support Specialist (1.0)

PROGRAM: ADMINISTRATIVE MANAGEMENT 511

Mission: This division exists to provide guidance, inspiration, resources and direction to the Public Works Department to ensure that the multiple functions we perform are both efficient through our commitment to continual improvement and effective in meeting the expectations of the citizens we serve.
Main Activities: The most important things we do to fulfill the mission are:

- Provide oversight to all Public Works programs to ensure we maintain or improve levels of service and safety measures
- Implement the Town's Capital Improvement Plan and the Comprehensive Coastal Management Plan.
- Manage all projects authorized by the Town Council.
- Continually seek new and better ways to accomplish our mission.

Expenditure Summary

	FY2013 Actual	FY2014 Actual	FY2015 Budget	FY2015 Adjusted*	FY2015 Projected	FY2016 Budget	% Change
Salaries and Wages	580,391	587,072	634,274	634,274	634,274	681,662	7.47%
Employee Benefits	225,001	268,925	284,062	284,062	284,062	317,710	11.85%
Contractual	22,270	20,577	64,500	65,500	64,500	63,000	-2.33%
Commodities	10,322	6,947	9,200	9,200	9,200	9,200	0.00%
Capital Outlay	-	-	-	-	-	-	0.00%
Depreciation	-	4,237	4,237	4,237	4,237	4,237	0.00%
Other	-	-	-	-	-	-	0.00%
TOTALS	837,984	887,758	996,273	997,273	996,273	1,075,809	7.98%

*FY15 Adjusted includes FY15 adopted budget plus purchase orders written against the FY14 budget but spent against the FY15 budget.

Salaries and Wages:
The proposed budget for salaries and wages includes performance based merit pay increases. Includes additional resource for administrative support associated with coastal management and engineering.

Employee Benefits:
Employee benefit costs include the health insurance program and the hybrid pension plan. Increase due to the addition of an Engineering Technical Support Specialist.

Contractual:
No appreciable change

Full Time Equivalent Employees	FY2012	FY2013	FY2014	FY2015	FY2016
Public Works Director	1.000	1.000	1.000	1.000	1.000
Assistant Director	1.000	1.000	1.000	1.000	1.000
Buyer	-	-	-	-	0.500
Office Manager	1.000	1.000	1.000	1.000	1.000
Engineering Technical Support Specialist	-	-	-	-	1.000
Office Assistant II	2.000	3.000	4.000	4.000	4.000
Records Maintenance Asst I	1.500	1.000	-	-	-
Public Works Purchasing Coordinator	0.500	0.500	0.500	0.500	-
Public Works Systems Specialist	1.000	1.000	1.000	1.000	1.000
	8.000	8.500	8.500	8.500	9.500

PROGRAM: STREET REPAIR & MAINTENANCE 521

Mission: This bureau exists to maintain, repair, and clean streets in order to provide a safe, smooth riding surface throughout the town and to assure that we have safe sidewalks, bikeways, and trail systems.

Main Activities: The most important things we do to fulfill the mission are:

- Employ state of the art techniques to do an excellent job
- Do the job right the first time
- Work to continually improve quality and efficiency
- Inspect the condition of streets, sidewalks, and paths to prioritize maintenance, repairs and replacement appropriately
- Respond to emergencies and priorities in a timely fashion

Expenditure Summary

	FY2013 Actual	FY2014 Actual	FY2015 Budget	FY2015 Adjusted*	FY2015 Projected	FY2016 Budget	% Change
Salaries and Wages	109,603	105,139	86,450	86,450	86,450	92,484	6.98%
Employee Benefits	48,147	51,372	51,606	51,606	51,606	50,140	-2.84%
Contractual	166,005	143,792	176,985	190,268	176,985	189,625	7.14%
Commodities	11,560	21,760	15,820	15,820	15,820	15,180	-4.05%
Capital Outlay	-	-	-	-	-	-	0.00%
Depreciation	22,552	19,643	24,399	24,399	24,399	16,734	-31.42%
Other	-	-	-	-	-	-	0.00%
TOTALS	357,867	341,706	355,260	368,543	355,260	364,163	2.51%

*FY15 Adjusted includes FY15 adopted budget plus purchase orders written against the FY14 budget but spent against the FY15 budget.

Salaries and Wages:
The proposed budget for salaries and wages includes performance based merit pay increases

Employee Benefits:
Employee benefit costs include the health insurance program and the hybrid pension plan.

Contractual:
This reflects a slight increase due to a greater amount of sidewalk pressure cleaning.

Full Time Equivalent Employees	FY2012	FY2013	FY2014	FY2015	FY2016
Facilities Maintenance Division Manager	0.100	0.100	0.100	0.100	0.100
Streets/Parks Supervisor	0.110	0.110	0.135	0.134	0.135
Street & Sign Painter	-	-	0.008	0.008	0.008
Equipment Operator I/Streets	1.800	1.800	1.310	1.310	1.310
Irrigation and Spray Technician	0.010	0.010	0.010	0.010	0.010
	2.020	2.020	1.563	1.562	1.563

Street Repair and Maintenance Program Fiscal Year 2015 Accomplishments
❖ Completed Town-wide concrete grinding and leveling of sidewalks.

Fiscal Year 2016 Goals and Performance Measures

Public Works Goal #4 - Ensure all paved streets and sidewalks are properly maintained to provide safe and smooth riding surfaces, to satisfy the residents and the public

OBJECTIVES:

- Sweep all streets and clean out storm drainage inlets to keep roads clear
- Respond in timely manner to roadway discrepancies to correct them
- Pressure wash all sidewalks in the commercial districts.

Performance Measures					
Effectiveness/Output Measures:	**Actual FY12**	**Actual FY13**	**Actual FY14**	**Actual FY15**	**Projected FY16**
Clean & Inspect Storm Inlets	1640	1640	1640	1640	1640

Street Repair and Maintenance Productivity Measures

Effectiveness/Output Measures:	Actual FY12	Actual FY13	Actual FY14	Actual FY15	Projected FY16
Inspect & Repair Sidewalks	270 sq yd	-	250 sq yd	160 sq yd	175 sq yd
Pot Holes Patched	72 sq yd	50 sq yd	75 sq yd	100 sq yd	100 sq yd

PROGRAM: TRAFFIC CONTROL 523

Mission: This bureau exists to provide and maintain traffic signals and control signs to ensure safe, well marked street systems.

Main Activities: The most important things we do to fulfill the mission are:

- Preventive maintenance and inspection programs to proactively address issues
- Repair/replace signals and signs as necessary on Town's required level of service plan
- Install new signs as approved by the Town Manager, and upgrade/replace signs as needed to be consistent with industry standards

Expenditure Summary

	FY2013 Actual	FY2014 Actual	FY2015 Budget	FY2015 Adjusted*	FY2015 Projected	FY2016 Budget	% Change
Salaries and Wages	77,658	85,363	100,787	100,787	100,787	118,789	17.86%
Employee Benefits	36,774	48,488	52,166	52,166	52,166	57,998	11.18%
Contractual	17,656	13,828	39,725	40,025	39,725	40,075	0.88%
Commodities	38,681	51,819	42,745	42,745	42,745	62,450	46.10%
Capital Outlay	-	-	3,500	3,500	3,500	4,000	14.29%
Depreciation	5,063	4,504	3,722	3,722	3,722	3,722	0.00%
Other	-	-	-	-	-	-	0.00%
TOTALS	175,832	204,002	242,645	242,945	242,645	287,034	18.29%

*FY15 Adjusted includes FY15 adopted budget plus purchase orders written against the FY14 budget but spent against the FY15 budget.

Salaries and Wages:
The proposed budget for salaries and wages includes performance based merit pay increases, and minor reallocation of labor hours for traffic sign installments.

Employee Benefits:
Employee benefit costs include the health insurance program and the hybrid pension plan.

Commodities:
This increase is associated with a larger number of retro-reflective signs being replaced.

Full Time Equivalent Employees	FY2011	FY2013	FY2014	FY2015	FY2016
Facilities Maintenance Division Manager	0.200	0.200	0.180	0.180	0.180
Electrician Supervisor	0.170	0.170	0.203	0.203	0.203
Streets/Parks Supervisor	0.010	0.010	0.005	0.005	0.005
General Maintenance Supervisor	0.010	0.010	0.090	0.090	0.090
Industrial Electrician	-	-	-	-	0.528
Electrician II	0.420	0.280	0.528	0.528	-
Building Maintenance Worker	0.040	0.040	0.040	0.040	0.040
Street & Sign Painter	0.470	0.470	0.500	0.500	0.750
	1.320	1.180	1.546	1.546	1.796

Traffic Control Program Fiscal Year 2015 Accomplishments
❖ Replaced aluminum signal heads at South Fire Station intersection with polycarbonate signal heads that do not rust or fade.
❖ Started the process of removing and replacing galvanized street sign posts with aluminum posts that do not rust.

Fiscal Year 2016 Goals and Performance Measures

Public Works Goal #5 - Provide all necessary traffic control devices and markings to ensure safe pedestrian and vehicle operation

OBJECTIVES:

- Maintain proper signs and pavement markings to meet parking/traffic needs
- Operate/maintain traffic signals, including preventive maintenance and also responding to urgent call outs in timely manner

Performance Measures	
Effectiveness/Output Measures:	**Projected FY16**
Perform Preventative Maintenance	52
Repair Damaged Signs Promptly	250
Annually Paint Control Lines	27,300

Traffic Control Productivity Measures

Effectiveness/Output Measures:	Actual FY12	Actual FY13	Actual FY14	Actual FY15	Projected FY16
Replace Traffic Control Signs	416	68	125	265	250
Traffic Signal Replacement (LED)	44	67	61	69	65
Control Lines Painted	27,300	27,300	27,300	27,300	27,300

PROGRAM: STREET LIGHTING 524

Mission: This bureau exists to maintain reliable, safe and effective street lighting systems that contribute to safe streets in the Town and protect endangered sea turtles from light intrusion during nesting season.

Main Activities: The most important things we do to fulfill the mission are:

- Conduct preventive maintenance annually on the 1,251 street lights in Town.
- Perform "locates" for underground wiring to minimize the likelihood of damage due to digging.
- Replacement of older poles on predetermined schedule for uniform lighting.
- Conduct periodic inspections of street lights to ensure they are operating properly.

Expenditure Summary

	FY2013 Actual	FY2014 Actual	FY2015 Budget	FY2015 Adjusted*	FY2015 Projected	FY2016 Budget	% Change
Salaries and Wages	107,044	95,715	77,142	77,142	77,142	79,382	2.90%
Employee Benefits	56,830	34,948	34,187	34,187	34,187	35,392	3.52%
Contractual	271,108	204,038	247,130	251,150	247,130	252,450	2.15%
Commodities	42,271	43,703	46,785	49,873	46,785	50,515	7.97%
Capital Outlay	-	-	-	-	-	-	0.00%
Depreciation	24,386	24,386	24,808	24,808	24,808	31,707	27.81%
Other	-	-	-	-	-	-	0.00%
TOTALS	501,639	402,790	430,052	437,160	430,052	449,446	4.51%

*FY15 Adjusted includes FY15 adopted budget plus purchase orders written against the FY14 budget but spent against the FY15 budget.

Salaries and Wages:
The proposed budget for salaries and wages includes performance based merit pay increases.

Employee Benefits:
Employee benefit costs include the health insurance program and the hybrid pension plan.

Commodities:
This figure reflects a slight increase in fuel requirements and materials/supplies.

Full Time Equivalent Employees	FY2012	FY2013	FY2014	FY2015	FY2016
Electrician Supervisor	0.460	0.460	0.360	0.360	0.360
Industrial Electrician	-	-	-	-	0.600
Electrician II	0.890	1.600	0.600	0.600	-
Facilities Maintenance Division Manager	0.100	0.100	0.100	0.100	0.100
	1.450	2.160	1.060	1.060	1.060

Street Lighting Program Fiscal Year 2015 Accomplishments
❖ Public Works – Energy efficient LED lighting installed in parking lot.

Street Lighting Productivity Measures

Effectiveness/Output Measures:	Projected FY16
Bi-Monthly Street Light Surveying	6
Change Parking Lot Lighting to LED Peruvian and Recreation	2

PROGRAM: STORM SEWER MAINTENANCE 531

Mission: This bureau exists to protect the health, safety and property of residents and businesses by effectively operating and maintaining the storm system.

Main Activities: The most important things we do to fulfill the mission are:

- Perform highest level of preventive maintenance to provide 100% equipment readiness at all times
- Clean, inspect and repair storm water collection and pumping systems to keep them fully functional
- Respond quickly to rainfall and storm events
- Evaluate and improve systems to meet or exceed design standards
- Anticipate rainfall events in order to allocate proper resources
- Track rainfall and storm duration for analysis and future planning

Expenditure Summary

	FY2013 Actual	FY2014 Actual	FY2015 Budget	FY2015 Adjusted*	FY2015 Projected	FY2016 Budget	% Change
Salaries and Wages	288,806	291,725	330,864	330,864	330,864	333,658	0.84%
Employee Benefits	141,183	187,166	167,037	167,037	167,037	176,345	5.57%
Contractual	205,399	334,707	257,700	264,960	257,700	262,000	1.67%
Commodities	62,600	38,565	72,700	75,670	72,700	66,290	-8.82%
Capital Outlay	-	1,477	-	-	-	-	0.00%
Depreciation	5,376	13,524	16,317	16,317	16,317	20,136	23.41%
Other	-	-	-	-	-	-	0.00%
TOTALS	703,364	867,164	844,618	854,848	844,618	858,429	1.64%

*FY15 Adjusted includes FY15 adopted budget plus purchase orders w ritten against the FY14 budget but spent against the FY15 budget.

Salaries and Wages:
The proposed budget for salaries and wages includes performance based merit pay increases.

Employee Benefits:
Employee benefit costs include the health insurance program and the hybrid pension plan.

Commodities:
This reflects a decrease in fuel requirements and a reduction in equipment maintenance supplies (replacement pumps).

Full Time Equivalent Employees	FY2012	FY2013	FY2014	FY2015	FY2016
Building Maintenance Worker	0.020	0.020	0.022	0.023	0.022
Electrician II	0.420	0.280	0.561	0.560	-
Electrician Supervisor	0.100	0.100	0.143	0.143	0.143
Equipment Operator I/WRD	0.250	0.400	-	-	-
Equipment Operator II/WRD	0.250	0.050	-	-	-
Equipment Operator I/Streets	-	-	0.074	0.074	0.074
General Maintenance Supervisor	-	-	0.010	0.010	0.010
Industrial Electrician	-	-	-	-	0.561
Irrigation and Spray Technician	0.010	0.010	0.010	0.010	0.010
Mechanic I/WRD	1.500	0.520	-	-	-
Mechanic II/WRD	0.380	0.270	-	-	-
Operations Supervisor	0.380	0.380	0.500	0.443	0.480
Street/Parks Supervisor	-	-	0.010	0.010	0.010
Tree Trimmer	0.040	-	-	-	-
Wastewater Operator I/WRD	2.000	2.140	-	-	-
Wastewater Operator II/WRD	0.380	0.500	-	-	-
Wastewater Technician I	-	0.250	-	-	-
Water Resource Technician I	-	-	3.455	2.612	2.650
Water Resource Technician II	-	-	1.055	0.587	0.705
WRD Manager	0.300	0.400	0.400	0.600	0.600
	6.030	5.320	6.240	5.072	5.265

Storm Sewer Maintenance Fiscal Year 2015 Accomplishments

- In September of 2015 the Storm Water Pump Station D-12 on Everglade Avenue, which had a history of mechanical failures, was rehabilitated with the replacement of all five Moving Water Industries (MWI) axial flow pumps with more reliable Xylem Flygt pumps. Water Resources crews replaced the 6,000 GPM duty pump in-house while Murray Logan Construction replaced the larger 26,000 GPM pumps.
- D-4 and D-10 Storm Water Pump Stations began a major rehabilitation effort as part of the Accelerated Capital Improvement Program. Completion of the two stations should be in the first part of 2016.
- Water Resources Division crews embarked on a storm water equipment corrosion prevention program, installing cathodic anodes on all storm water pump station pumps and pump discharge tubes. In addition, all steel tubes found to be corroded were repaired by welding and sheet steel fabrication, with new support pedestals.
- In July of 2015 the Water Resources Division began a public information program installing pollution prevention placards on all storm water basins beginning at the north end of the island. Placards read: “Do not Dump, Drains to Waterways”. The efforts are recognized by the Florida State Department of Environmental Protection as pro-active and shall be included on the next NPDES report.

Fiscal Year 2016 Goals and Performance Measures

Public Works Goal #6 - Protect the health, safety and property of residents and businesses to prevent or minimize flooding of the Town's rights-of-way and adjacent private property

OBJECTIVES:

- Operate and maintain the storm water collection and pumping systems in a manner that reduces unexpected failures of the equipment, and respond to call-outs for reported flooding of streets and property.
- Assist in rehabilitation or construction of ACIP projects related to storm water facilities.

Storm Water Maintenance Productivity Measures

Effectiveness/Output Measures:	Actual FY12	Actual FY13	Actual FY14	Actual FY15	Projected FY16
Pump Station Inspections	624	676	988	754	896
Storm Pump Repairs	8	20	10	26	16
Manhole Basin Inspections	60	1,316	1550	1324	1450

PROGRAM: SANITARY SEWER MAINTENANCE 532

Mission: This bureau exists to protect the health and well being of residents, businesses and visitors by operating a sanitary sewer system that prevents sewage back-up, spillage or odor impact and is 100% reliable.

Main Activities: The most important things we do to fulfill the mission are:

- Schedule and conduct proper preventive maintenance and repairs on all systems.
- Troubleshoot and repair all mechanical problems the "right way", the first time.
- Televise gravity lines and repair as necessary.
- Closely monitor run time for pumps.
- Reduce inflow and infiltration into systems to reduce treatment costs.
- Emergency repairs, and electrical maintenance of storm and sewer pump station controls, telemetry systems, and back-up generator systems.
- Upgrade stations to improve efficiency.

Expenditure Summary

	FY2013 Actual	FY2014 Actual	FY2015 Budget	FY2015 Adjusted*	FY2015 Projected	FY2016 Budget	% Change
Salaries and Wages	678,761	655,478	777,910	777,910	777,910	705,508	-9.31%
Employee Benefits	310,267	332,422	372,478	372,478	372,478	400,627	7.56%
Contractual	110,006	131,202	145,700	145,700	145,700	147,835	1.47%
Commodities	83,031	93,183	96,150	112,058	96,150	128,070	33.20%
Capital Outlay	-	2,930	-	-	-	-	0.00%
Depreciation	73,740	50,625	62,654	62,654	62,654	79,090	26.23%
Other	-	-	-	-	-	-	0.00%
TOTALS	1,255,805	1,265,840	1,454,892	1,470,800	1,454,892	1,461,130	0.43%

*FY15 Adjusted includes FY15 adopted budget plus purchase orders w ritten against the FY14 budget but spent against the FY15 budget.

Salaries and Wages:
The proposed budget for salaries and wages includes performance based merit pay increases. Decrease due to reallocation of labor hours.

Employee Benefits:
Employee benefit costs include the health insurance program and the hybrid pension plan.

Commodities:
This reflects an increase in fuel requirements and equipment maintenance supplies (replacement valves at pump stations).

Full Time Equivalent Employees	FY2012	FY2013	FY2014	FY2015	FY2016
Building Maintenance Worker	0.020	0.020	0.022	0.023	0.022
Electrician II	0.630	0.420	0.732	0.728	-
Electrician Supervisor	0.130	0.130	0.170	0.170	0.170
Equipment Operator I/WRD	0.750	0.600	-	-	-
Equipment Operator II/WRD	0.750	0.950	-	-	-
General Maintenance Supervisor	0.010	0.010	0.010	0.010	0.010
Industrial Electrician	-	-	-	-	0.727
Irrigation and Spray Technician	0.010	0.010	0.005	0.005	0.005
Operations Supervisor/WRD	0.620	0.620	0.500	0.557	0.520
Mechanic I/WRD	1.500	1.480	-	-	-
Mechanic II/WRD	0.620	0.730	-	-	-
Street & Sign Painter	0.010	0.010	-	-	-
Tree Trimmer	0.040	-	-	-	-
Wastewater Operator I/WRD	5.000	4.860	-	-	-
Wastewater Operator II/WRD	0.620	0.500	-	-	-
Water Resource Technician I	-	-	7.545	8.388	8.350
Water Resource Technician II	-	-	1.945	2.413	2.295
Wastewater Technician I	-	0.750	-	-	-
WRD Manager	0.700	0.600	0.600	0.400	0.400
	11.410	11.690	11.529	12.694	12.499

Sanitary Sewer Maintenance Fiscal Year 2015 Accomplishments

- As part of the Accelerated Capital Improvement Program, the 24-inch High Density Polyethylene (HDPA) force main was activated between the Town's S-2 Master Pumping Station and Flagler Drive in the City of West Palm Beach. With the addition of this redundant pipe, the Town now has two means of discharging the wastewater from the island. In the event that one of these subaqueous force mains experiences issues, we have the ability to utilize the second. This was a major accomplishment.
- The Town's A-7 Pumping Station at 500 S. County Road was converted to a higher capacity in-line booster station, enabling the Town to pump all of its wastewater through the City of West Palm Beach. Prior to its conversion our four southernmost stations were unable to pump north and had to be pumped through the City of Lake Worth. Lake Worth's treatment rates were much higher than West Palm Beach so this new configuration is a cost savings over time. The newly converted A-7 station was also fitted with additional force main valves to enable the Town to pump all of its flows through Lake Worth in the event that the West Palm Beach shared force main were to fail. This provides a third redundancy to the two subaqueous force mains mentioned previously.
- Water Resources Division crews rehabilitation of the S-2, A-7, A-39, A-41, A-42 and A-43 Pumping Stations, which included corrosion control and prevention of all piping and equipment. It also involved wall, floor and ceiling coatings in the wet and dry wells, exterior coatings of the buildings and landscaping.
- Pump Station G-9 (Midtown Restrooms) upgraded from a simplex to a duplex system to prevent wastewater back-ups. Water Resources Division crews installed a duplex pump system to prepare for the additional flows generated by the recently opened public restroom facility.
- As a result of the Division's comprehensive collection system preventative maintenance program, the Water Resources Division had no reportable wastewater overflows during FY 2015.

Fiscal Year 2016 Goals and Performance Measures

Public Works Goal #7 - Protect the health and welfare of residents, businesses, general public and the environment to collect, transport and dispose of the Town's sewage in an efficient and cost effective manner

OBJECTIVES:

- Operate and maintain the sanitary sewer collection and pumping systems in a manner that reduces unexpected failures of the equipment, and respond to call-outs for reported problems associated with clogs, backups, spills or equipment. Assist in rehabilitation or construction of ACIP projects related to sanitary sewer facilities and infrastructure.

Sanitary Sewer Maintenance Productivity Measures

Effectiveness/Output Measures:	Actual FY12	Actual FY13	Actual FY14	Actual FY15	Projected FY16
Residential Service Calls	56	43	34	70	51
Mainline Cleaning (Feet)	117,592	176,535	212,120	126,533	158,195
Utility Locates	2,638	2,797	2518	1,904	2,953
Televised Inspections (Feet)	3,851	10,532	4596	2,890	5,467
Pump Station Inspections	4,160	2,600	2627	2,443	2,560
Manhole Inspections/Repairs	273	385	280	307	312

PROGRAM: SANITARY SEWAGE TREATMENT 533

This program reflects the costs of treating the Town's sanitary sewage at the East Central Regional Water Reclamation Facility or to the East Central Regional Water Reclamation Facility (ECR).

Expenditure Summary

	FY2013 Actual	FY2014 Actual	FY2015 Budget	FY2015 Adjusted*	FY2015 Projected	FY2016 Budget	% Change
Salaries and Wages	-	-	-	-	-	-	0.00%
Employee Benefits	-	-	-	-	-	-	0.00%
Contractual	1,244,776	1,472,144	1,834,000	1,844,878	1,834,000	1,834,000	0.00%
Commodities	-	-	-	-	-	-	0.00%
Capital Outlay	-	-	-	-	-	-	0.00%
Depreciation	-	-	-	-	-	-	0.00%
Other	-	-	-	-	-	-	0.00%
TOTALS	1,244,776	1,472,144	1,834,000	1,844,878	1,834,000	1,834,000	0.00%

*FY15 Adjusted includes FY15 adopted budget plus purchase orders written against the FY14 budget but spent against the FY15 budget.

Contractual:
This reflects the proposed sewage disposal costs at the ECR, along with chemical pre-treatment of effluent.

PROGRAM: RESIDENTIAL COLLECTION 541

Mission: This bureau exists to promote the health of the community through the efficient and effective removal of residential garbage on a regular schedule prescribed by ordinance.

Main Activities: The most important things we do to fulfill the mission are:

- Collect garbage four days per week and recyclable materials once per week.
- Minimize the impact of garbage odors, pest attraction and unpleasant appearance.
- Collect with the least disruption possible.

Expenditure Summary

	FY2013 Actual	FY2014 Actual	FY2015 Budget	FY2015 Adjusted*	FY2015 Projected	FY2016 Budget	% Change
Salaries and Wages	438,889	463,759	531,642	531,642	531,642	442,471	-16.77%
Employee Benefits	258,469	336,139	348,706	348,706	348,706	262,261	-24.79%
Contractual	760	127	1,650	1,650	1,650	2,650	60.61%
Commodities	50,714	51,901	56,475	56,475	56,475	56,140	-0.59%
Capital Outlay	-	-	-	-	-	-	0.00%
Depreciation	86,211	73,357	82,147	82,147	82,147	88,390	7.60%
Other	-	-	-	-	-	-	0.00%
TOTALS	835,043	925,283	1,020,620	1,020,620	1,020,620	851,912	-16.53%

*FY15 Adjusted includes FY15 adopted budget plus purchase orders w ritten against the FY14 budget but spent against the FY15 budget.

Salaries and Wages:
The proposed budget for salaries and wages includes performance based merit pay increases, and minor reallocation of labor hours.

Employee Benefits:
Employee benefit costs include the health insurance program and the hybrid pension plan.

Contractual:
This reflects a minor increase in building/facility maintenance effort.

Full Time Equivalent Employees	FY2012	FY2013	FY2014	FY2015	FY2016
Building Maintenance Worker	0.020	0.020	0.022	0.023	0.022
Electrician II	-	-	0.015	0.015	-
Electrician Supervisor	-	-	0.005	0.005	0.005
Equipment Operator I/6 yd	6.200	7.200	7.200	7.200	7.200
Equipment Operator 20/60 yd	0.880	0.750	0.750	0.750	-
Equipment Operator III /60 yd	0.750	0.750	0.750	0.750	0.750
General Maintenance Supervisor	0.010	0.010	0.010	0.010	0.010
Industrial Electrician	-	-	-	-	0.015
Laborer I/Trash	0.500	-	-	-	-
Laborer I/Sanitation	-	-	1.000	1.000	-
Parks Laborer	0.050	0.050	0.050	0.050	-
Parks Technician	-	-	-	-	0.050
Street & Sign Painter	-	-	0.025	0.025	0.025
Streets/Parks Supervisor	-	-	0.005	0.006	0.005
Sanitation Supervisor	0.400	0.400	0.400	0.400	0.400
Services Manager	0.280	0.280	0.280	0.280	0.280
	9.090	9.460	10.512	10.514	8.762

Residential Collection Productivity Measures

Effectiveness/Output Measures:	Actual FY12	Actual FY13	Actual FY14	Actual FY15	Projected FY16
Tons collected	6341	6320	6495	6199	6200
Reported Misses	8	11	7	4	0

PROGRAM: COMMERCIAL COLLECTION 542

Mission: This bureau exists to serve the commercial and business garbage collection and disposal needs of the community.

Main Activities: The most important things we do to fulfill the mission are:

- Steady, consistently excellent scheduled service without missing pickups.
- Maintain positive customer relationships with commercial customers.

Expenditure Summary

	FY2013 Actual	FY2014 Actual	FY2015 Budget	FY2015 Adjusted*	FY2015 Projected	FY2016 Budget	% Change
Salaries and Wages	409,831	390,015	420,403	420,403	420,403	476,381	13.32%
Employee Benefits	175,675	200,247	197,013	197,013	197,013	219,338	11.33%
Contractual	244,740	219,764	257,600	257,600	257,600	264,900	2.83%
Commodities	35,710	36,690	37,500	37,500	37,500	49,284	31.42%
Capital Outlay	-	-	-	-	-	-	0.00%
Depreciation	69,994	65,912	60,361	60,361	60,361	83,136	37.73%
Other	-	-	-	-	-	-	0.00%
TOTALS	935,950	912,628	972,877	972,877	972,877	1,093,039	12.35%

*FY15 Adjusted includes FY15 adopted budget plus purchase orders written against the FY14 budget but spent against the FY15 budget.

Salaries and Wages:
The proposed budget for salaries and wages includes performance based merit pay increases, and minor reallocation of labor hours.

Employee Benefits:
Employee benefit costs include the health insurance program and the hybrid pension plan.

Commodities:
This increase reflects a larger than anticipated fuel requirement.

Full Time Equivalent Employees	FY2012	FY2013	FY2014	FY2015	FY2016
Equipment Operator 20/60 yd	0.120	0.250	0.250	0.250	-
Equipment Operator II/20 yd	2.000	2.000	1.800	1.800	2.000
Equipment Operator III 20/60 yd	0.250	0.250	0.250	0.250	0.250
Laborer I/Sanitation	3.000	3.000	3.000	3.000	4.000
Sanitation Supervisor	0.400	0.400	0.400	0.400	0.400
Services Division Manager	0.150	0.150	0.150	0.150	0.150
	5.920	6.050	5.850	5.850	6.800

Commercial Collection Productivity Measures

Effectiveness/Output Measures:	Actual FY12	Actual FY13	Actual FY14	Actual FY15	Projected FY16
Tons Collected	2113	2091	2164	2293	2300
Reported Misses	1	6	4	1	0

PROGRAM: REFUSE DISPOSAL 543

Mission: This program exists to serve the community's health and welfare by transporting residential and commercial garbage to the county solid waste authority for appropriate processing disposal.

Main Activities: The most important things we do to fulfill the mission are:

- Operate transfer station to efficiently and effectively transport all residential and commercial garbage to the Solid Waste Authority for disposal.
- Function as part of the team that collects garbage and delivers it to the transfer station to assure proper coordination and efficiency.

Expenditure Summary

	FY2013 Actual	FY2014 Actual	FY2015 Budget	FY2015 Adjusted*	FY2015 Projected	FY2016 Budget	% Change
Salaries and Wages	-	-	-	-	-	-	0.00%
Employee Benefits	-	-	-	-	-	-	0.00%
Contractual	33,675	40,553	50,000	50,000	50,000	50,000	0.00%
Commodities	-	-	-	-	-	-	0.00%
Capital Outlay	-	-	-	-	-	-	0.00%
Depreciation	-	-	-	-	-	-	0.00%
Other	-	-	-	-	-	-	0.00%
TOTALS	33,675	40,553	50,000	50,000	50,000	50,000	0.00%

*FY15 Adjusted includes FY15 adopted budget plus purchase orders written against the FY14 budget but spent against the FY15 budget.

PROGRAM: YARD TRASH COLLECTION 544

Mission: This bureau exists to collect yard trash from streets, rights of way and off road 'stash' areas in a safe, timely, efficient and effective manner to keep the Town attractive and drainage inlets clear.

Main Activities: The most important things we do to fulfill the mission are:

- Provide weekly curbside collection, transport and disposal of yard waste from all properties in the Town.
- Perform our job with commitment to leaving the pick up site clean and free of waste residue.
- Keep storm drains clear for proper drainage.
- Partner with other Public Works divisions to serve community drainage needs.

Expenditure Summary

	FY2013 Actual	FY2014 Actual	FY2015 Budget	FY2015 Adjusted*	FY2015 Projected	FY2016 Budget	% Change
Salaries and Wages	799,801	810,875	849,738	849,738	849,738	848,353	-0.16%
Employee Benefits	473,105	537,908	522,018	522,018	522,018	554,040	6.13%
Contractual	182,130	148,742	169,550	202,463	169,550	178,704	5.40%
Commodities	135,386	131,691	135,950	135,950	135,950	151,694	11.58%
Capital Outlay	-	-	-	-	-	-	0.00%
Depreciation	150,434	125,022	126,911	126,911	126,911	155,868	22.82%
Other	-	-	-	-	-	-	0.00%
TOTALS	1,740,856	1,754,238	1,804,167	1,837,080	1,804,167	1,888,659	4.68%

*FY15 Adjusted includes FY15 adopted budget plus purchase orders written against the FY14 budget but spent against the FY15 budget.

Salaries and Wages:
The proposed budget for salaries and wages includes performance based merit pay increases.

Employee Benefits:
Employee benefit costs include the health insurance program and the hybrid pension plan.

Contractual:
This reflects an increase for training and professional development.

Commodities:
This reflects an increase due to anticipated fuel requirements.

Full Time Equivalent Employees	FY2012	FY2013	FY2014	FY2015	FY2016
Building Maintenance Worker	0.020	0.020	0.022	0.023	0.022
Crane Operator/Trash	3.000	3.000	3.000	3.000	3.000
Electrician Supervisor	0.010	0.010	0.005	0.005	0.005
Electrician II	0.010	-	0.015	0.015	-
Equipment Operator I/Streets	-	-	0.116	0.116	0.116
Equipment Operator I/Trash	8.000	9.000	9.000	9.000	9.000
General Maintenance Supervisor	0.010	0.010	0.010	0.010	0.010
Industrial Electrician	-	-	-	-	0.015
Irrigation and Spray Technician	0.010	0.010	0.010	0.010	0.010
Laborer I/Trash	4.500	4.000	4.000	4.000	4.000
Refuse Disposal Operator	1.000	1.000	1.000	1.000	1.000
Services Division Manager	0.300	0.300	0.300	0.300	0.300
Street & Sign Painter	-	-	0.010	0.010	0.010
Streets/Parks Supervisor	0.020	0.020	0.010	0.010	0.010
Trash Supervisor	0.900	0.900	0.900	0.900	0.900
	17.780	18.270	18.398	18.399	18.398

Yard Trash Collection Fiscal Year 2015 Accomplishments
❖ During FY15 created task for consultant to prepare a study to implement pilot program on volume reduction, waste characterization and material end use.

Fiscal Year 2016 Goals and Performance Measures

Public Works Goal #8 - Provide timely yard waste collection and disposal services, by providing the desired level of service in an efficient and cost effective manner

OBJECTIVES:

- Investigate and study alternative means of reducing the volume of vegetative debris at these sites, to prolong the useful life of the landfills.
- Continue consultant task to identify a suitable pilot program for waste reduction, material processing and potential uses for final disposition.
- Develop long term master plan for landfill use, closure and/or long term care.

Yard Trash Collection Productivity Measures

Effectiveness/Output Measures:	Actual FY12	Actual FY13	Actual FY14	Actual FY15	Projected FY16
CY collected and disposed of yard waste	163,622	162,480	159,920	161,040	162,000

PROGRAM: RECYCLING 545

Mission: This bureau exists to provide recycling services for paper, plastic, and other recyclable materials accepted by the Solid Waste Authority for processing. These services are provided to the residents, businesses and visitors in an efficient, safe and courteous manner.

Main Activities: The most important things we do to fulfill the mission are:

- Collect and dispose of recyclables on schedule.
- Demonstrate excellent customer service in all we do.
- Publicize and encourage participation in recycling programs.

Expenditure Summary

	FY2013 Actual	FY2014 Actual	FY2015 Budget	FY2015 Adjusted*	FY2015 Projected	FY2016 Budget	% Change
Salaries and Wages	145,326	166,190	123,553	123,553	123,553	170,056	37.64%
Employee Benefits	88,396	80,486	79,304	79,304	79,304	99,111	24.98%
Contractual	-	-	-	-	-	-	0.00%
Commodities	18,169	17,399	19,000	19,000	19,000	19,720	3.79%
Capital Outlay	-	-	-	-	-	-	0.00%
Depreciation	25,441	52,409	52,409	52,409	52,409	52,409	0.00%
Other	-	-	-	-	-	-	0.00%
TOTALS	277,332	316,484	274,266	274,266	274,266	341,296	24.44%

*FY15 Adjusted includes FY15 adopted budget plus purchase orders written against the FY14 budget but spent against the FY15 budget.

Salaries and Wages:
The proposed budget for salaries and wages includes performance based merit pay increases, and a reallocation of labor hours.

Employee Benefits:
Employee benefit costs include the health insurance program and the hybrid pension plan.

Commodities:
This reflects a minor increase due to anticipated fuel requirements.

Full Time Equivalent Employees	FY2012	FY2013	FY2014	FY2015	FY2016
Equipment Operator 20 yd/60 yd	-	-	-	-	1.000
Equipment Operator I/6 yd	1.800	1.800	1.800	1.800	1.800
Equipment Operator II/20 yd	-	-	0.200	0.200	-
Laborer I/Sanitation	1.000	1.000	-	-	-
Sanitation Supervisor	0.200	0.200	0.200	0.200	0.200
Services Division Manager	0.170	0.170	0.170	0.170	0.170
	3.170	3.170	2.370	2.370	3.170

Recycling Fiscal Year 2015 Accomplishments
❖ Customer survey participation was minimal using this method of dissemination. Discussing a method to better interact to obtain the desired feedback. ❖ Initial Re-Trac program set up, data tracked and compiled through current databases. Continue interacting as recommended through the reporting agencies.

Fiscal Year 2016 Goals and Performance Measures

Public Works Goal #9 - Provide timely collection of recyclable materials, by providing the desired level of service in an efficient and cost effective manner

OBJECTIVES:

- Use multiple methods of communication to obtain the customer feedback to determine the type and quantity of materials being recycled by commercial customers and implement appropriate procedures.
- Continue to educate residents and businesses on the benefits of recycling, and strive to increase the amount of material being recycled.
- Research and implement a Town of Palm Beach office recycling program specific to departmental operations.
- Continue participation in the Re-Trac program to accurately record and report the Town's government tonnage.

Recycling Productivity Measures

Effectiveness/Output Measures:	Actual FY12	Actual FY13	Actual FY14	Actual FY15	Projected FY16
Tons Collected	1705	1596	1639	1656	1690

PROGRAM: BEACH CLEANING 546

Mission: This bureau exists to positively contribute to the quality of life in Palm Beach by keeping the public beaches clean, safe and attractive by removing litter and debris.

Main Activities: The most important things we do to fulfill the mission are:

- Remove trash and litter from designated public beach areas as scheduled.
- Determine ways to be most efficient and effective in our work.
- Report and assist as applicable with the removal of any beach hazards.

Expenditure Summary

	FY2013 Actual	FY2014 Actual	FY2015 Budget	FY2015 Adjusted*	FY2015 Projected	FY2016 Budget	% Change
Salaries and Wages	48,097	50,032	55,828	55,828	55,828	58,011	3.91%
Employee Benefits	30,958	25,145	26,336	26,336	26,336	24,509	-6.94%
Contractual	-	-	-	-	-	-	0.00%
Commodities	6,721	6,121	7,200	7,200	7,200	6,150	-14.58%
Capital Outlay	-	-	-	-	-	-	0.00%
Depreciation	14,656	18,487	13,548	13,548	13,548	13,548	0.00%
Other	-	-	-	-	-	-	0.00%
TOTALS	100,432	99,785	102,912	102,912	102,912	102,218	-0.67%

*FY15 Adjusted includes FY15 adopted budget plus purchase orders written against the FY14 budget but spent against the FY15 budget.

Salaries and Wages:
The proposed budget for salaries and wages includes performance based merit pay increases.

Employee Benefits:
Employee benefit costs include the health insurance program and the hybrid pension plan.

Commodities:
This reflects a minor reduction due to anticipated fuel requirements.

Full Time Equivalent Employees	FY2012	FY2013	FY2014	FY2015	FY2016
Equip Opr I / Beach Cleaner	1.000	1.000	1.000	1.000	1.000
Trash Supervisor	0.100	0.100	0.100	0.100	0.100
	1.100	1.100	1.100	1.100	1.100

Beach Cleaning Productivity Measures

Effectiveness/Output Measures:	Actual FY12	Actual FY13	Actual FY14	Actual FY15	Projected FY16
Beach Wrack Line Cleaned Weekly	52	52	52	52	52
Tons of Non-Bio Waste Collected	14.95	15.73	13.86	4.26	14.00

PROGRAM: LANDSCAPE MAINTENANCE 551

Mission: This bureau exists to maintain all Town parks, green spaces, and entry ways into the Town of Palm Beach to the highest standards.
Main Activities: The most important things we do to fulfill the mission are:

- Maintain public areas to optimum condition adhering to established work program.
- Trim all Town-owned trees as needed, and consistent with desired aesthetic and safety requirements.
- Provide light maintenance to some privately owned historic/specimen trees.
- Manage contractor to inoculate 2600 +/- palm trees 3x yearly that are susceptible to lethal yellowing disease.
- Continually seek new approaches and improved systems to enhance efficiency and effectiveness.

Expenditure Summary

	FY2013 Actual	FY2014 Actual	FY2015 Budget	FY2015 Adjusted*	FY2015 Projected	FY2016 Budget	% Change
Salaries and Wages	187,628	230,550	237,982	237,982	237,982	243,975	2.52%
Employee Benefits	108,538	146,799	151,250	151,250	151,250	147,180	-2.69%
Contractual	703,921	839,871	849,230	929,695	849,230	930,940	9.62%
Commodities	57,792	49,990	54,525	62,403	54,525	49,975	-8.34%
Capital Outlay	-	-	-	-	-	-	0.00%
Depreciation	42,420	31,239	18,369	18,369	18,369	16,830	-8.38%
Other	-	-	-	-	-	-	0.00%
TOTALS	1,100,299	1,298,449	1,311,356	1,399,699	1,311,356	1,388,900	5.91%

*FY15 Adjusted includes FY15 adopted budget plus purchase orders written against the FY14 budget but spent against the FY15 budget.

Salaries and Wages:
The proposed budget for salaries and wages includes performance based merit pay increases.

Employee Benefits:
Employee benefit costs include the health insurance program and the hybrid pension plan.

Contractual:
This reflects an increase in costs for landscape maintenance contracts (tree trimming & fertilization) and for utility costs (irrigation water).

Commodities:
This reflects a minor decrease in landscape maintenance supplies.

Full Time Equivalent Employees	FY2012	FY2013	FY2014	FY2015	FY2016
Building Maintenance Worker	0.160	0.160	0.068	0.068	0.070
Electrician II	0.060	0.040	0.051	0.054	-
Electrician Supervisor	0.010	0.010	0.011	0.011	0.011
Equipment Operator I/Streets	0.200	0.200	0.500	0.500	0.500
Facilities Maintenance Manager	0.350	0.350	0.330	0.330	0.330
General Maintenance Supervisor	0.030	0.030	0.035	0.035	0.035
Industrial Electrician	-	-	-	-	0.054
Irrigation and Spray Technician	0.910	0.910	0.941	0.941	0.941
Parks Laborer	1.850	1.850	1.850	1.850	-
Parks Technician	-	-	-	-	1.925
Street & Sign Painter	0.010	0.010	0.013	0.013	0.013
Streets/Parks Supervisor	0.810	0.810	0.809	0.808	0.809
Tree Trimmer	1.800	-	-	-	-
	6.190	4.370	4.608	4.610	4.688

Landscape Maintenance Fiscal Year 2015 Accomplishments
❖ Converted the Wrightsman/Dean Park irrigation system from the existing solar/battery system to a smart irrigation system with low flow heads.
❖ Removed invasive plants at Southern Causeway. Adjusted grading and fill levels adjacent to parking areas and bridges. Installed new bahia turf grass.

Fiscal Year 2016 Goals and Performance Measures

Public Works Goal #10 - Maintain the landscaping and grounds of the Town in an efficient and cost effective manner, while striving to improve its appearance

OBJECTIVES:

- Investigate and study alternatives to improve irrigation systems Town-wide, and to standardize equipment and materials. Implement upgrades or replacements in larger parks and medians as appropriate.

Landscape Maintenance Productivity Measures

Effectiveness/Output Measures:	Actual FY12	Actual FY13	Actual FY14	Actual FY15	Projected FY16
Inspect Irrigation Systems	-	-	68 hrs	303 hrs	310 hrs
Inspect Historic Trees	102	99	101	100	100

PROGRAM: FACILITY MAINTENANCE 554

Mission: This bureau's main function is to maintain Town facilities to a high standard, providing timely repairs and making residents proud of the Town.

Main Activities: The most important things we do to fulfill the mission are:

- Ensure a clean, safe, and positive work environment for staff and visitors.
- Set and follow maintenance schedules.
- Repair, maintain and inspect all Town structures.
- Do our work efficiently always seeking better tools, techniques and methods.
- Ensure a clean, safe and positive work environment.

Expenditure Summary

	FY2013 Actual	FY2014 Actual	FY2015 Budget	FY2015 Adjusted*	FY2015 Projected	FY2016 Budget	% Change
Salaries and Wages	217,240	154,911	191,014	191,014	191,014	169,680	-11.17%
Employee Benefits	91,647	87,267	93,182	93,182	93,182	88,087	-5.47%
Contractual	598,762	624,834	692,891	764,017	692,891	753,464	8.74%
Commodities	52,932	51,147	52,525	52,525	52,525	49,425	-5.90%
Capital Outlay	-	-	-	-	-	-	0.00%
Depreciation	8,789	14,488	15,852	15,852	15,852	13,464	-15.06%
Other	-	-	-	-	-	-	0.00%
TOTALS	969,370	932,647	1,045,464	1,116,590	1,045,464	1,074,120	2.74%

*FY15 Adjusted includes FY15 adopted budget plus purchase orders w ritten against the FY14 budget but spent against the FY15 budget.

Salaries and Wages:
The proposed budget for salaries and wages includes performance based merit pay increases, and minor reallocation of labor hours.

Employee Benefits:
Employee benefit costs include the health insurance program and the hybrid pension plan.

Contractual:
This reflects an increase in planned repair projects at various Town facilities.

Commodities:
This figure reflects a minor decrease in building maintenance supplies.

Full Time Equivalent Employees	FY2012	FY2013	FY2014	FY2015	FY2016
Building Maintenance Worker	0.220	1.220	1.226	1.225	1.224
Electrician II	0.420	0.280	0.429	0.429	-
Electrician Supervisor	0.080	0.080	0.080	0.080	0.080
Facility Maintenance Division Manager	0.250	0.250	0.250	0.250	0.250
General Maintenance Supervisor	0.780	0.780	0.645	0.643	0.643
Industrial Electrician	-	-	-	-	0.431
Irrigation and Spray Technician	0.010	0.010	0.008	0.008	0.008
Parks Laborer	0.100	0.100	0.100	0.100	-
Parks Technician	-	-	-	-	0.025
Streets/Parks Supervisor	-	-	0.010	0.010	0.010
Street & Sign Painter	0.410	0.410	0.418	0.418	0.168
	2.270	3.130	3.166	3.163	2.839

Facility Maintenance Fiscal Year 2015 Accomplishments
❖ South Fire Building – New roof system installed and renovation of the conference room including painting, flooring, lighting, electrical switches and receptacles, doors and cabinets. Energy efficient LED lighting installed in dorms, dining room, laundry and workshop area
❖ Police Department Building – Warranty repair of the barrel tile roof system and renovation of the Communications Office including paint, flooring, bullet proof glass, consoles, lighting, electrical switches and receptacles, ceiling tiles and refinishing of cabinets
❖ Public Works – Renovation of Purchasing common area including painting, flooring, lighting, electrical switches and receptacles and preparation for the installation of cubicles.
❖ North Fire Building – Removed existing fluorescent lighting in engine bay and install energy efficient LED lighting.

Fiscal Year 2016 Goals and Performance Measures

Public Works Goal #11 - Maintain the buildings, structures, and facilities of the Town in an efficient, safe and cost effective manner for the general public and Town employees.

OBJECTIVES:

- Continue with identification and replacement of obsolete and inefficient HVAC systems in all Town buildings.
- Accomplish the replacement of essential HVAC system at the Police Department.
- Identify and replace worn flooring systems throughout all Town facilities.
- Remove fluorescent lighting in engine bays at South and Central Fire Stations and install energy efficient LED lighting

Facility Maintenance Productivity Measures

Effectiveness/Output Measures:	FY15 Actual	Projected FY16
Scheduled maintenance at All Town Buildings	387	362
Quarterly Inspections at All Town Buildings	52	52

PROGRAM: METER MAINTENANCE AND COLLECTION 558

Mission: This bureau exists to provide revenue collection and maintenance of metered parking system in order to maximize revenue.

Main Activities: The most important things we do to fulfill the mission are:

- Keep all meters reliable, accurate and in service through a regular maintenance program.
- Collect meter revenue on a scheduled basis.
- Maximize efficiency of operations by inspecting mechanical and electrical systems with each collection.

Expenditure Summary

	FY2013 Actual	FY2014 Actual	FY2015 Budget	FY2015 Adjusted*	FY2015 Projected	FY2016 Budget	% Change
Salaries and Wages	18,969	24,663	26,944	26,944	26,944	26,410	-1.98%
Employee Benefits	12,008	11,233	12,599	12,599	12,599	14,679	16.51%
Contractual	57,468	72,790	90,160	92,010	90,160	69,800	-22.58%
Commodities	20,309	17,755	24,800	31,329	24,800	21,127	-14.81%
Capital Outlay	8,880	-	-	-	-	-	0.00%
Depreciation	51,007	44,323	44,323	44,323	44,323	44,323	0.00%
Other	-	-	-	-	-	-	0.00%
TOTALS	168,641	170,764	198,826	207,205	198,826	176,339	-11.31%

*FY15 Adjusted includes FY15 adopted budget plus purchase orders w ritten against the FY14 budget but spent against the FY15 budget.

Salaries and Wages:
The proposed budget for salaries and wages includes performance based merit pay increases.

Employee Benefits:
Employee benefit costs include the health insurance program and the hybrid pension plan.

Contractual:
This figure reflects a decrease in anticipated parking kiosk support costs (extended warranty & monthly fees).

Commodities:
This reflects a minor decrease in costs for parking kiosk parts & supplies.

Full Time Equivalent Employees	FY2012	FY2013	FY2014	FY2015	FY2016
General Maintenance Supervisor	0.100	0.100	0.100	0.100	0.100
Building Maintenance Worker	0.400	0.400	0.400	0.400	0.400
	0.500	0.500	0.500	0.500	0.500

PROGRAM: GENERAL ENGINEERING SERVICES 561

Mission: This division exists to apply sound engineering and architectural principles to plan, budget, design, and build infrastructure that maximizes functionality and minimizes maintenance, repair and replacement costs.

Main Activities: The most important things we do to fulfill the mission are:

- Prepare budget estimates for infrastructure projects.
- Plan, design and oversee construction of public facilities.
- Complete design, cost estimates, and construction of miscellaneous minor projects not planned or budgeted elsewhere.
- Coordinate with other entities to address engineering issues and address complaints.
- Continually seek new and better ways to provide our services.
- Conduct development review and contract administration.

Expenditure Summary

	FY2013 Actual	FY2014 Actual	FY2015 Budget	FY2015 Adjusted*	FY2015 Projected	FY2016 Budget	% Change
Salaries and Wages	427,966	426,740	442,813	442,813	442,813	457,239	3.26%
Employee Benefits	122,884	147,908	139,189	139,189	139,189	150,415	8.07%
Contractual	9,515	29,912	29,000	159,615	29,000	29,000	0.00%
Commodities	8,997	9,915	11,700	11,700	11,700	11,700	0.00%
Capital Outlay	-	-	-	-	-	-	0.00%
Depreciation	9,954	11,053	12,750	12,750	12,750	13,274	4.11%
Other	-	-	-	-	-	-	0.00%
TOTALS	579,316	625,528	635,452	766,067	635,452	661,628	4.12%

*FY15 Adjusted includes FY15 adopted budget plus purchase orders written against the FY14 budget but spent against the FY15 budget.

Salaries and Wages:
The proposed budget for salaries and wages includes performance based merit pay increases.

Employee Benefits:
Employee benefit costs include the health insurance program and the hybrid pension plan. The health insurance program allocation for this program increased from 3 FTEs in 2015 to 4 in 2016. Also, an additional employee has reached 5 years of service which makes them eligible for an annual performance bonus.

Full Time Equivalent Employees	FY2012	FY2013	FY2014	FY2015	FY2016
Senior Project Engineer	1.000	1.000	1.000	1.000	1.000
Project Engineer	2.000	2.000	2.000	2.000	2.000
Town Engineer	0.500	1.000	1.000	1.000	1.000
	3.500	4.000	4.000	4.000	4.000

Engineering Program Fiscal Year 2015 Accomplishments
❖ Completed Phase 1 of Accelerated Capital Improvement Program
❖ Began to Implement Phase 2 of Accelerated Capital Improvement Program

Fiscal Year 2016 Goals and Performance Measures

Public Works Goal #1: Monitor the FDOT's Flagler Memorial Bridge Project. Take action to mitigate impacts and maximize communication with FDOT and other governmental authorities.

OBJECTIVES:

- Attend periodic meetings with FDOT/contractor project teams
- Coordinate negative traffic impacts with other Town departments as well as affected residents/businesses, assist in developing mitigation strategies.

Public Works Goal #3: Begin to Implement Phase 2 of Accelerated Capital Improvement Program.

OBJECTIVES:

- Continue Design of Phase 2 Projects
- Schedule construction based on Flagler Memorial Bridge re-opening

• Performance Measures	
Effectiveness/Output Measures:	**Projected FY16**
Complete Phase I of ACIP ($) Million	Completed $41,172,439
Initiate Design Phase 2 (# of Projects)	15
Complete New Phase 2 Project (# of Projects)	20

Engineering Productivity Measures

Effectiveness/Output Measures:	Actual FY15	Projected FY16
Projects on Budget (%)	100	100
Projects on Time (%)	100	100
Projects During Season	0	0
Injuries on Job-Site	2	0
Continuing Education (# /Person)	4	15

PROGRAM: RIGHT OF WAY INSPECTIONS 565

Mission: This bureau exists to contribute to the well-being of the community by permitting, overseeing and inspecting work activities in the Town's rights of way and easements to ensure quality work with minimal disruption.

Main Activities: The most important things we do to fulfill the mission are:

- Adhere to all guidelines set by the Town.
- Issue permits in compliance with the Town's ROW manual.
- Minimize inconvenience to the public.
- Make sure contractors restore to Town standards and regulate to that end.
- Provide permit and inspection service in a timely manner.
- Observe work activities to ensure compliance with permit conditions and ROW manual regulations.

Expenditure Summary

	FY2013 Actual	FY2014 Actual	FY2015 Budget	FY2015 Adjusted*	FY2015 Projected	FY2016 Budget	% Change
Salaries and Wages	71,694	73,414	103,220	103,220	103,220	99,442	-3.66%
Employee Benefits	30,251	44,260	34,295	34,295	34,295	33,187	-3.23%
Contractual	440	809	1,300	1,300	1,300	1,300	0.00%
Commodities	842	570	2,050	2,050	2,050	2,050	0.00%
Capital Outlay	-	-	-	-	-	-	0.00%
Depreciation	1,945	1,945	1,297	1,297	1,297	3,224	148.57%
Other	-	-	-	-	-	-	0.00%
TOTALS	105,172	120,998	142,162	142,162	142,162	139,203	-2.08%

*FY15 Adjusted includes FY15 adopted budget plus purchase orders w ritten against the FY14 budget but spent against the FY15 budget.

Salaries and Wages:
The proposed budget for salaries and wages includes performance based merit pay increases.

Employee Benefits:
Employee benefit costs include the health insurance program and the hybrid pension plan.

Full Time Equivalent Employees	FY2012	FY2013	FY2014	FY2015	FY2016
Public Works Inspectors	1.000	1.000	1.500	1.500	1.500
	1.000	1.000	1.500	1.500	1.500

PROGRAM: EQUIPMENT OPERATION & MAINTENANCE 571

Mission: This bureau exists to maintain the Town's fleet of vehicles and equipment in top condition at the lowest operating cost.

Main Activities: The most important things we do to fulfill the mission are:

- Schedule and perform preventive maintenance inspections for the Town's vehicles and equipment.
- Service and repair equipment to optimize operating time.
- Prepare specifications and plan for new vehicle purchases on a scheduled replacement.

Expenditure Summary

	FY2013 Actual	FY2014 Actual	FY2015 Budget	FY2015 Adjusted*	FY2015 Projected	FY2016 Budget	% Change
Salaries and Wages	242,028	254,016	277,939	277,939	277,939	297,487	7.03%
Employee Benefits	118,189	106,138	104,844	104,844	104,844	151,363	44.37%
Contractual	61,422	74,233	94,000	96,656	94,000	84,250	-10.37%
Commodities	124,280	145,205	153,450	155,107	153,450	149,577	-2.52%
Capital Outlay	-	4,825	-	-	-	9,500	100.00%
Depreciation	15,551	7,032	9,728	9,728	9,728	6,343	-34.80%
Other	-	-	-	-	-	-	0.00%
TOTALS	561,470	591,449	639,961	644,274	639,961	698,520	9.15%

*FY15 Adjusted includes FY15 adopted budget plus purchase orders w ritten against the FY14 budget but spent against the FY15 budget.

Salaries and Wages:
The proposed budget for salaries and wages includes performance based merit pay increases, and reflects the upgrade of a part-time mechanic position to a full-time position.

Employee Benefits:
Employee benefit costs include the health insurance program and the hybrid pension plan.

Contractual:
This reflects a minor decrease in anticipated external repairs (done by vendors).

Commodities:
This reflects a minor decrease in anticipated repair parts and supplies.

Capital Outlay:
This increase is due to the purchase of a tire balancer and transmission fluid exchange equipment.

Full Time Equivalent Employees	FY2012	FY2013	FY2014	FY2015	FY2016
Mechanic I	0.500	0.500	0.500	0.500	1.000
Mechanic III	2.000	2.000	2.000	2.000	2.000
Mechanic IV	1.000	1.000	1.000	1.000	1.000
Office Assistant II	1.000	1.000	1.000	1.000	1.000
Services Division Manager	0.100	0.100	0.100	0.100	0.100
	4.600	4.600	4.600	4.600	5.100

Equipment Operation and Maintenance Fiscal Year 2015 Accomplishments
❖ All scheduled services were performed by schedule while addressing emergency and unplanned breakdowns. ❖ All equipment, with the exception of a transfer trailer has been purchased and received as identified in the ERP. The trailer purchase will roll into the FY16 fund and combined with the scheduled FY16 trailer replacement.

Fiscal Year 2016 Goals and Performance Measures

Public Works Goal #12 - Maintain the vehicles and equipment of the Town's non-public-safety fleet in an efficient, safe and cost effective manner.

OBJECTIVES:

- Maintain high level of equipment availability and reduce down-time by performing necessary and proactive preventive maintenance, and repairs as required.
- Acquire new vehicles and equipment through planning and budgeting from the Equipment Replacement Fund, to provide newer and more efficient fleet that meets the requirements of the users.
- Initiate and evaluate vehicle and equipment right sizing study.
- Evaluate PM intervals and adjust accordingly.
- Create equipment specific predictive maintenance tasks.

Equipment Operation and Maintenance Productivity Measures

Effectiveness/Output Measures:	Actual FY12	Actual FY13	Actual FY14	Actual FY15	Projected FY16
Repairs	871	987	1048	1034	1000
Preventive Maintenance Scheduled	771	826	1302	1355	1400

PROGRAM: COASTAL MANAGEMENT 581

Mission: This division exists to provide increased storm protection to upland structures.

Main Activities: The most important things we do to fulfill the mission are:

- Effectively and efficiently implement the Town's Comprehensive Coastal Management Plan (CCMP).
- Review and revise the CCMP to ensure that it addresses current conditions and is consistent with Federal and State regulations.
- Permit and construct beach restoration projects and conduct coastal monitoring identified in the CCMP.
- Maintain and operate the Palm Beach Inlet Sand Transfer Plant and all inlet dredging activities.
- Ensure the Town receives the maximum benefit of inlet dredging activities.
- Increase public awareness on related issues.

Expenditure Summary

	FY2013 Actual	FY2014 Actual	FY2015 Budget	FY2015 Adjusted*	FY2015 Projected	FY2016 Budget	% Change
Salaries and Wages	97,991	98,244	-	-	-	-	0.00%
Employee Benefits	31,927	44,757	-	-	-	-	0.00%
Contractual	417,671	79,443	-	175,869	-	-	0.00%
Commodities	739	644	-	-	-	-	0.00%
Capital Outlay	18,758	-	-	-	-	-	0.00%
Depreciation	-	1,870	-	-	-	-	0.00%
Other	-	-	-	-	-	-	0.00%
TOTALS	567,086	224,958	-	175,869	-	-	0.00%

*FY15 Adjusted includes FY15 adopted budget plus purchase orders w ritten against the FY14 budget but spent against the FY15 budget.

The costs associated with the administration of the Comprehensive Coastal Management Plan have been moved to the Coastal Management Fund. This will allow all costs for the entire program to be shown clearly. The costs for the administration of the program are in line with what is shown in the approved 10 year plan.

Full Time Equivalent Employees	FY2012	FY2013	FY2014	FY2015	FY2016
Coastal Projects Coordinator	1.000	1.000	1.000	-	-
Town Engineer	0.500	-	-	-	-
	1.500	1.000	1.000	-	-

Coastal Management Program Fiscal Year 2015 Accomplishments
❖ Mid-Town Beach Nourishment project was constructed in early 2015 with 860,000 cy of sand placed. ❖ Reach 7 had approximately 69,000 cy of sand placed between Sloan's Curve and the Par 3. ❖ In addition to the truck hauling of sand to Reach 7, approximately 35,000 cy of sand was placed in Reach 8 south of the Lake Worth Pier to the south Town limits.

Fiscal Year 2016 Goals and Performance Measures

Public Works Goal #2: Begin Implementation of a long term coastal protection plan.

OBJECTIVES:

- Participate in cost allocation modeling to determine funding process
- Continue to pursue required permits in accordance with BMA

Performance Measures				
Effectiveness/Output Measures:	**Actual FY13**	**Actual FY14**	**Actual FY15**	**Projected FY16**
Participate in cost allocation modeling to determine funding process	Complete	Not applicable	Not applicable	Not applicable
Continue to pursue required permits in accordance with the BMA	Ongoing	Ongoing	Ongoing	Ongoing

Coastal Management Productivity Measures

Effectiveness/Output Measures:	**Actual FY12**	**Actual FY13**	**Actual FY14**	**Actual FY15**	**Projected FY16**
Lake Worth Inlet Management Plan (volume in cubic yards)	135,675	420,000	58,000	54,500	202,000
Regulatory Required Monitoring/Compliance (No. of Events)	5	5	5	7*	7*

***Additional monitoring events for Pre- and Post-construction. Mid-Town in FY 2015; Phipps in FY 2016.**

(This page intentionally left blank)

Other

PROGRAM: LIBRARY SERVICES 321

The Town contracts with The Society of the Four Arts Library to provide library services to its residents. The library maintains exceptional collection of books, audio, and video tapes and periodicals on the arts. It also sponsors special events and activities for its patrons. This annual appropriation takes the place of, and is substantially less than, property taxes that would be levied upon the residents by the Palm Beach County Library District.

Expenditure Summary

	FY2013 Actual	FY2014 Actual	FY2015 Budget	FY2015 Adjusted*	FY2015 Projected	FY2016 Budget	% Change
Salaries and Wages	-	-	-	-	-	-	0.00%
Employee Benefits	-	-	-	-	-	-	0.00%
Contractual	-	-	-	-	-	-	0.00%
Commodities	-	-	-	-	-	-	0.00%
Capital Outlay	-	-	-	-	-	-	0.00%
Depreciation	-	-	-	-	-	-	0.00%
Other	288,989	297,659	306,580	306,580	306,580	315,777	3.00%
TOTALS	288,989	297,659	306,580	306,580	306,580	315,777	3.00%

*FY15 Adjusted includes FY15 adopted budget plus purchase orders w ritten against the FY14 budget but spent against the FY15 budget.

PROGRAMS: TRANSFERS 611 TO 625

The following are transfers made from the general fund into other funds within the Town.

Expenditure Summary

	FY2013 Actual	FY2014 Actual	FY2015 Budget	FY2015 Adjusted*	FY2015 Projected	FY2016 Budget	% Change
Capital Improvement Fund (307)	1,000,000	1,000,000	1,000,000	1,000,000	1,000,000	1,030,000	3.00%
Coastal Protection Fund (309)	4,765,099	7,200,000	4,777,000	4,777,777	4,777,000	8,015,220	67.79%
Debt Service Fund (205)	3,500,000	6,100,000	6,100,000	6,100,000	6,100,000	6,265,462	2.71%
Group Health Retirees (610)	1,769,000	1,506,000	1,577,000	1,577,000	1,577,000	1,180,000	-25.17%
Risk - W/C, Liab, Prop	1,892,780	1,876,000	1,925,362	1,925,362	1,925,362	1,934,595	0.48%
TOTALS	12,926,879	17,682,000	15,379,362	15,380,139	15,379,362	18,425,277	19.81%

*FY15 Adjusted includes FY15 adopted budget plus purchase orders written against the FY14 budget but spent against the FY15 budget.

PROGRAM: EMERGENCY MANAGEMENT 710

Mission: This division exists to ensure the Town is at an acceptable level of readiness for response to hazards affecting Palm Beach in accordance with the National Incident Management System (NIMS) guidelines.

Main Activities: The most important things we do to fulfill the mission are:

- Conduct NIMS compliancy training to Town officials, employees, volunteers and contractors as needed
- Maximize coordination and cooperation for emergency response planning among the different departments through the Emergency Planning Team (EPT).
- Assist in the development and coordination of emergency plans for more effective response efforts as needed.
- Assist with any community outreach programs relating to public emergency preparations and awareness.

Expenditure Summary

	FY2013 Actual	FY2014 Actual	FY2015 Budget	FY2015 Adjusted*	FY2015 Projected	FY2016 Budget	% Change
Salaries and Wages	-	-	-	-	-	-	0.00%
Employee Benefits	-	-	-	-	-	-	0.00%
Contractual	4,075	8,898	46,400	46,400	46,400	45,700	-1.51%
Commodities	556	387	600	600	600	600	0.00%
Capital Outlay	-	2,079	-	-	-	-	0.00%
Depreciation	950	950	-	-	-	-	0.00%
Other	-	-	-	-	-	-	0.00%
TOTALS	5,581	12,314	47,000	47,000	47,000	46,300	-1.49%

*FY14 Adjusted includes FY14 adopted budget plus purchase orders written against the FY13 budget but spent against the FY14 budget.

PROGRAM: CONTINGENT APPROPRIATIONS 711

This program contains the budget for the General Fund Contingency account.

The budget for the General Fund Contingency Account is established at 1.5% of the proposed budget and is adjusted throughout the year by Town Council approved transfers. Appropriations are transferred out of this line item and into line items designated by Town Council. Expenditures are not reflected in this program, but in the program approved by Town Council, on a case by case basis.

The Contingent Appropriations Program reflects expenditures which are not readily identifiable to a Program, and are not under the direction of any one Department.

Expenditure Summary

	FY2013 Budget	FY2014 Budget	FY2015 Budget	FY2016 Budget	% Change
Salaries and Wages	-	-	-	-	0.00%
Employee Benefits	-	-	-	-	0.00%
Contractual	-	-	-	-	0.00%
Commodities	-	-	-	-	0.00%
Capital Outlay	-	-	-	-	0.00%
Depreciation	-	-	-	-	0.00%
Other	843,000	860,000	909,000	944,686	9.85%
TOTALS	843,000	860,000	909,000	944,686	9.85%
Percent of Budget	1.5%	1.5%	1.5%	1.5%	

(This page intentionally left blank)

General Obligation Bonds

General Obligation Bonds offer maximum security to investors through the pledge of the municipality's full faith and credit, which for the Town of Palm Beach requires voter approval. At this time, no General Obligation Bonds are outstanding.

Revenue Bonds

In 2010 the Town issued 2010A Public Improvement Revenue and Refunding Bonds in the principal amount of $57,035,000, and 2010B Worth Avenue Commercial District Project bonds in the principal amount of $14,770,000.

The 2010A bonds refunded the 2003B bonds ($5,310,000), the 2008 Revenue Note ($10,000,000), and a 2009 Line of Credit ($600,000) which was issued for the Worth Avenue Project. The balance of the proceeds were to fund a portion of the Town's Accelerated Capital Improvement Program totaling $41,232,000 and $1,740,844 was used to reimburse the Town for the Town's portion of the Par 3 Golf Course Project.

The 2010B bonds were used to fund the Worth Avenue Commercial District streetscape project. The Town imposed a capital special assessment against real property in the Worth Avenue Commercial District to pay the costs of the Worth Avenue Projects. The assessments will be payable over a thirty year period. The assessments will be security for the 2010B bonds.

On January 1, 2012, the Town used excess funds remaining after completion of the Worth Avenue Project to redeem $1,485,000 of the 2010B Bonds.

In 2013, the Town issued Public Improvement Revenue Bonds in a par amount of $55,590,000. The proceeds of the bond will be used for the second phase of the Town's Accelerated Capital Improvement Program ($44,997,957) groin rehabilitation and seawall replacement ($11,900,000) and the Town's portion of the Par 3 Clubhouse project ($1,250,000).

All of these bonds are revenue obligations of the Town payable solely from and secured solely by the pledged revenues. Pledged revenues shall consist primarily of Non-Ad Valorem Revenues budgeted and appropriated annually by the Town for the purpose of paying debt service on the Bonds. The Town covenants that in each fiscal year while any bonds are outstanding, the total non-self-supporting debt service in any fiscal year of the Town will not exceed 50% of Non-Ad Valorem Revenues of the Town.

The Town has covenanted and agreed that it will not incur any indebtedness payable from or supported by a pledge of the Non-Ad Valorem Revenues unless the Town can show that following the incurrence of such additional indebtedness, (1) the total amount of Non-Ad Valorem Revenues (based upon the most recent Fiscal Year) will be greater than twice the then maximum debt service and (2) the total amount of Non-Ad Valorem Revenues in each Fiscal Year in which Bonds are outstanding will be greater than 2.00 times the non self supporting debt in each such fiscal year.

As part of the preparation for the 2013 Revenue Bond, the Town's issuer's and Revenue Bond ratings were reviewed by both Moody's and Standard & Poor's. The Town's conservative financial policies and strong management of its financial resources were recognized, and it resulted in Moody's Investors Service issuing a rating of Aa1 for the 2013

Revenue bonds and an Aaa issuer's rating. Standard and Poor's issued a Revenue bond rating of AA+ and a AAA issuer's rating. The ratings for both the Bond and issuer credit are the highest ratings these two rating services issue and represent the highest quality investment grade debt.

For perspective regarding the future debt obligations, a 10 year summary of debt service, outstanding debt, and debt per capita is provided below.

Debt Service Payments

Principal payments are due on January 1, and interest payments are due on January 1 and July 1 of each year. The annual debt service requirements for the outstanding revenue bonds through 2025 are shown below:

Fiscal Year	2010A Revenue Bond ACIP-I	2010A Revenue Bond - Par 3	2010B Revenue Bond Worth Ave	2013 Revenue Bond ACIP - II	2013 Par 3 Revenue Bond	2013 Coastal Revenue Bond	Total
2015	3,499,775	124,488	772,031	2,773,838	77,713	734,613	7,982,456
2016	3,493,650	127,288	775,678	2,771,813	76,813	731,163	7,976,403
2017	3,500,850	124,688	773,050	2,774,563	75,813	731,413	7,980,375
2018	3,496,250	126,988	774,275	2,770,438	74,813	736,038	7,978,800
2019	3,499,850	124,188	774,825	2,774,313	78,688	735,038	7,986,900
2020	3,495,275	125,913	774,663	2,771,063	77,438	733,538	7,977,888
2021	3,496,900	127,038	773,350	2,770,688	76,188	731,538	7,975,700
2022	3,495,275	127,913	776,188	2,772,938	74,938	733,913	7,981,163
2023	3,490,400	128,538	773,359	2,772,688	78,563	735,538	7,979,084
2024	3,492,025	128,913	774,619	2,774,813	77,063	731,538	7,978,969
2025	3,499,650	124,163	774,594	2,774,188	75,563	731,913	7,980,071

Legal Debt Margin

The Town of Palm Beach has a 5% debt limit as a percent of assessed valuation per Section 7.01 of the Town Charter. The following is a computation of the Town of Palm Beach Legal Debt Margin:

Preliminary Assessed Valuation	$14,687,090,837
Legal Debt Margin:	
Debt Limitation - 5% of assessed value	$ 734,354,542

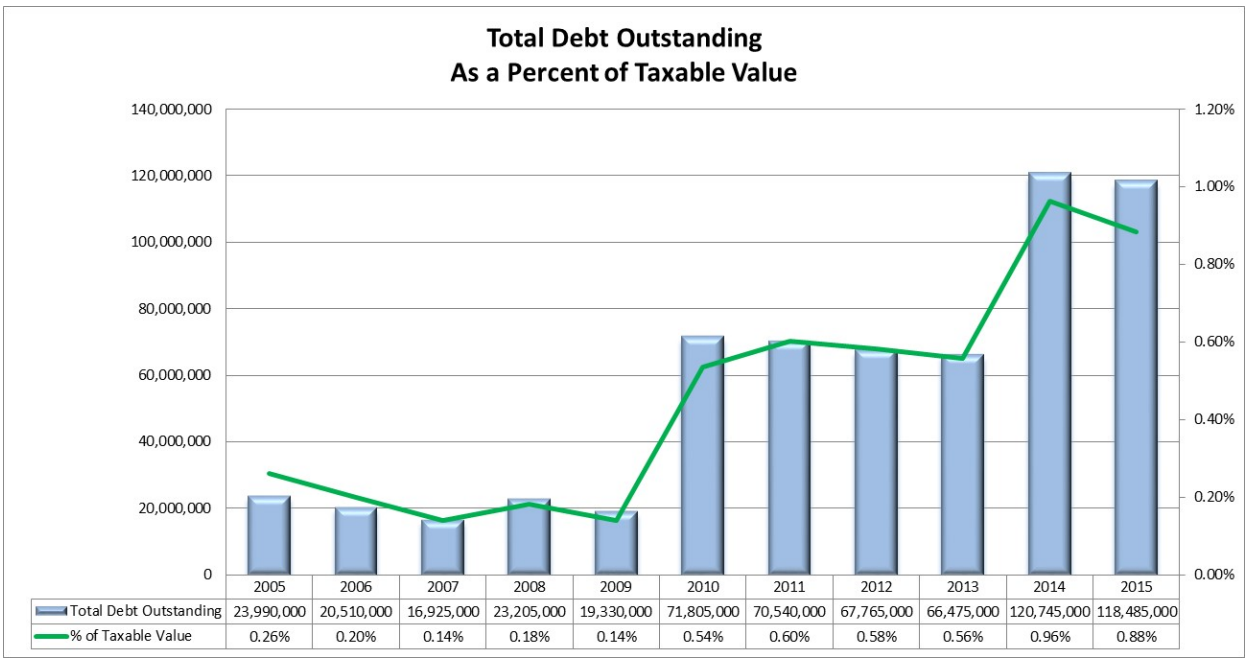
Debt Summary

Outstanding debt as of September 30, 2015:

General Fund Pledge Obligations:	
Non-Ad Valorem Revenue Bonds	$118,485,000
Total Gross Debt (16.13% of capacity)	$118,485,000

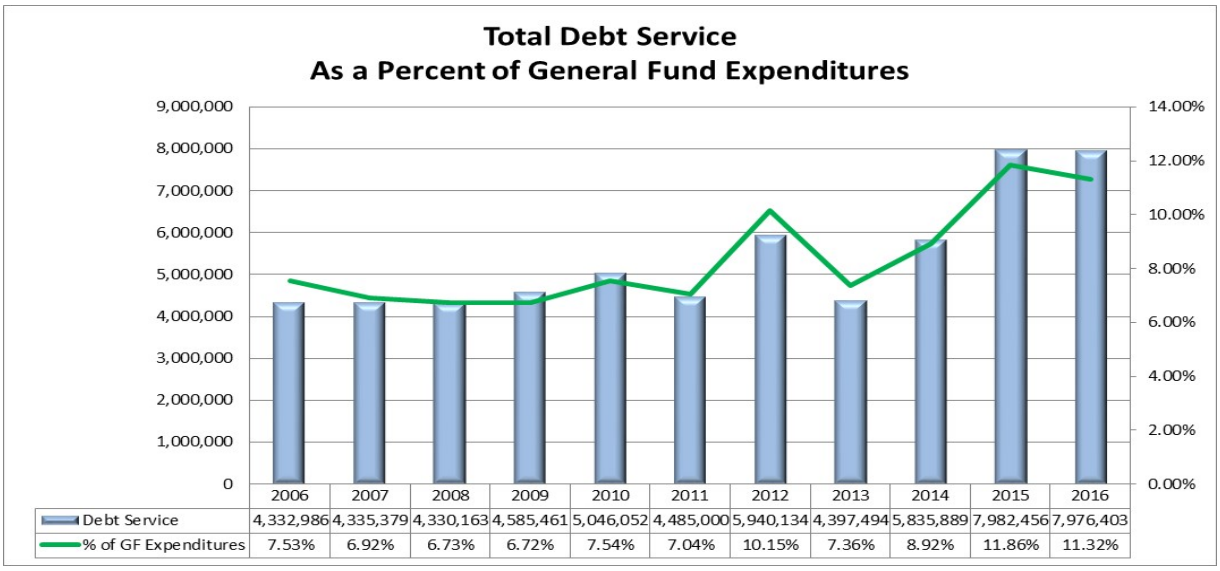
	Debt Ratios	Per Capita
Population	8,358	
Taxable Value	$14,687,090,837	1,757,249
Total Gross Debt	118,485,000	14,176

The chart below shows the ratio of total debt outstanding as a percent of taxable value.



	2005	2006	2007	2008	2009	2010	2011	2012	2013	2014	2015
Total Debt Outstanding	23,990,000	20,510,000	16,925,000	23,205,000	19,330,000	71,805,000	70,540,000	67,765,000	66,475,000	120,745,000	118,485,000
% of Taxable Value	0.26%	0.20%	0.14%	0.18%	0.14%	0.54%	0.60%	0.58%	0.56%	0.96%	0.88%

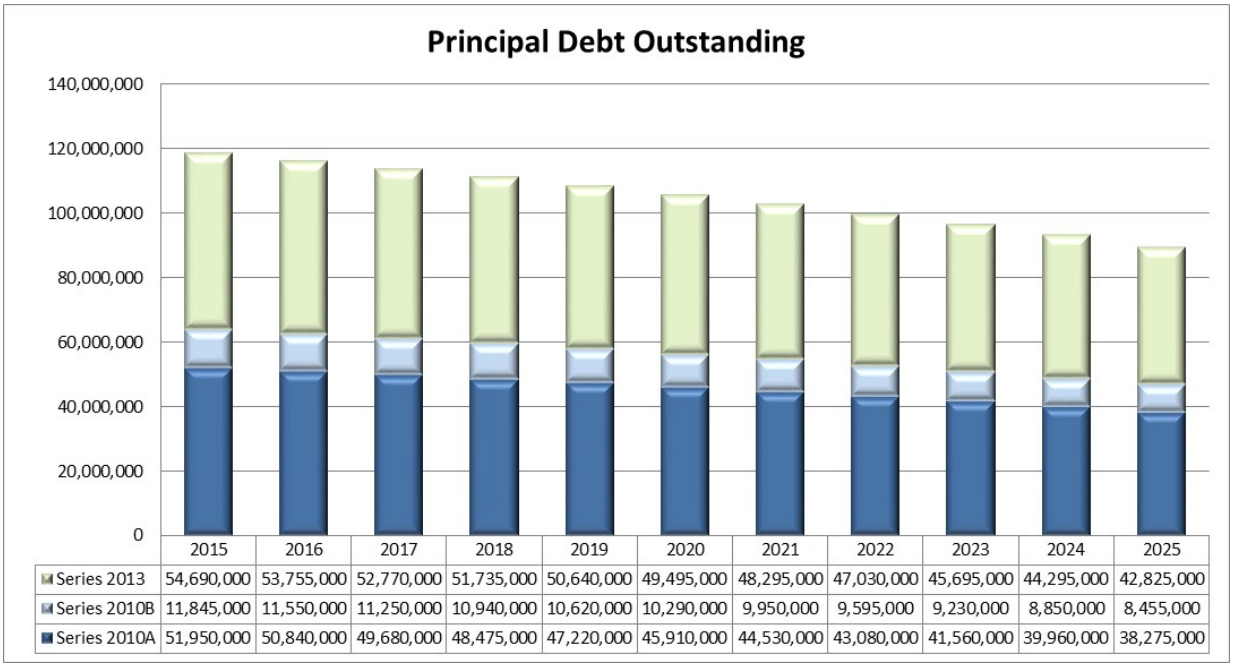
The chart below shows total debt service as a percentage of general fund expenditures.



Town of Palm Beach
Principal Debt Outstanding
FY2015 - FY2025

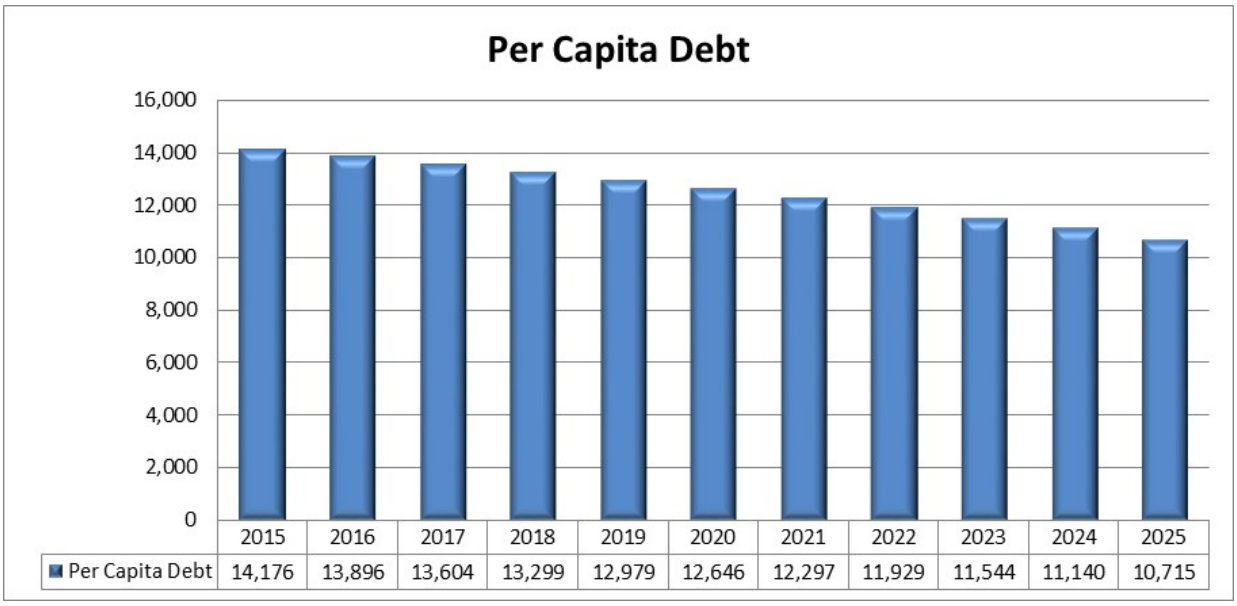
Fiscal Year Ending	2010A Revenue Bond	2010B Revenue Note	2013 Revenue Note	Total Debt Outstanding	Debt Per Capita (8,358 Population)
2015	51,950,000	11,845,000	54,690,000	118,485,000	14,176
2016	50,840,000	11,550,000	53,755,000	116,145,000	13,896
2017	49,680,000	11,250,000	52,770,000	113,700,000	13,604
2018	48,475,000	10,940,000	51,735,000	111,150,000	13,299
2019	47,220,000	10,620,000	50,640,000	108,480,000	12,979
2020	45,910,000	10,290,000	49,495,000	105,695,000	12,646
2021	44,530,000	9,950,000	48,295,000	102,775,000	12,297
2022	43,080,000	9,595,000	47,030,000	99,705,000	11,929
2023	41,560,000	9,230,000	45,695,000	96,485,000	11,544
2024	39,960,000	8,850,000	44,295,000	93,105,000	11,140
2025	38,275,000	8,455,000	42,825,000	89,555,000	10,715

The chart below shows the total principal debt outstanding for FY15 through FY25.



	2015	2016	2017	2018	2019	2020	2021	2022	2023	2024	2025
Series 2013	54,690,000	53,755,000	52,770,000	51,735,000	50,640,000	49,495,000	48,295,000	47,030,000	45,695,000	44,295,000	42,825,000
Series 2010B	11,845,000	11,550,000	11,250,000	10,940,000	10,620,000	10,290,000	9,950,000	9,595,000	9,230,000	8,850,000	8,455,000
Series 2010A	51,950,000	50,840,000	49,680,000	48,475,000	47,220,000	45,910,000	44,530,000	43,080,000	41,560,000	39,960,000	38,275,000

The chart below shows total outstanding debt per capita for FY15 through FY25.



	2015	2016	2017	2018	2019	2020	2021	2022	2023	2024	2025
Per Capita Debt	14,176	13,896	13,604	13,299	12,979	12,646	12,297	11,929	11,544	11,140	10,715

Fund 205 - 2010A and 2013 Revenue Bonds
Revenue and Expenditure Summary

	FY2013 Actual	FY2014 Actual	FY2015 Budget	FY2015 Projected	FY2016 Budget	% Change
Revenues						
Interest Earnings	243	72	1,000	200	1,000	100.00%
Transfer from General Fund	3,500,000	6,100,000	6,100,000	6,100,000	6,265,462	0.00%
Transfer from REF	128,000	157,300	202,200	202,200	204,100	28.50%
Transfer from Coastal Fund	0	295,100	734,613	734,613	731,163	148.94%
TOTALS	3,628,243	6,552,472	7,037,813	7,037,013	7,201,725	7.40%
Expenditures						
Debt Service Interest	2,609,213	4,023,207	5,235,425	5,235,425	5,155,725	1.05%
Debt Service Principal	1,010,000	1,040,000	1,975,000	1,975,000	2,045,000	89.90%
Other Expenses	3,240	7,578	15,850	5,000	15,000	0.00%
TOTALS	3,622,453	5,070,785	7,226,275	7,215,425	7,215,725	15.87%
TOTAL REVENUES OVER/(UNDER) EXPENDITURES	5,790	1,481,687	(188,462)	(178,412)	(14,000)	
Beginning Fund Balance	257,610	263,400	1,745,087	1,745,087	1,566,675	
ENDING FUND BALANCE	263,400	1,745,087	1,556,625	1,566,675	1,552,675	

REVENUES
Interest Earnings:
Represents interest earned on reserves of fund.

EXPENDITURES
Debt Service Interest/Principal:
Represents the amount of interest/principal due on the 2010A and 2013 Revenue Bonds.

Other Bond Expenses:
Represents amounts due for expenses for fund.

Fund 206 - 2010B Worth Avenue Revenue Bond
Revenue and Expenditure Summary

	FY2013 Actual	FY2014 Actual	FY2015 Budget	FY2015 Projected	FY2016 Budget	% Change
Revenues						
Interest Earnings	0	0	500	0	500	0.00%
Non Ad Valorem Assessment Revenue	0	740,212	775,000	738,000	777,000	0.26%
Transfer from Worth Avenue Maintenance Fund (311)	779,800	0	0	0	0	0.00%
Transfer from Worth Avenue Construction Fund (313)	0	72,549	0	0	0	-100.00%
Miscellaneous Revenue	5,538	0	0	0	0	0.00%
TOTALS	785,338	812,761	775,500	738,000	777,500	0.25%
Expenditures						
Debt Service Interest	498,281	492,681	488,000	487,031	481,000	-2.07%
Debt Service Principal	280,000	280,000	285,000	285,000	295,000	1.79%
Other Expenses	560	560	1,500	560	1,500	0.00%
TOTALS	778,841	773,241	774,500	772,591	777,500	0.39%
TOTAL REVENUES OVER/(UNDER) EXPENDITURES	6,497	39,520	1,000	(34,591)	0	
Beginning Fund Balance	36,540	43,037	82,557	82,557	47,966	
ENDING FUND BALANCE	43,037	82,557	83,557	47,966	47,966	

REVENUES
Interest Earnings:
Represents interest earned on reserves of fund.

Non Ad Valorem Assessment Revenue
Assessments for debt service (Recorded in Worth Avenue Maintenance Fund prior to FY14)

Transfers from Worth Avenue Maintenance and Construction Funds:
Transfers of assessment revenue to cover debt payments.

EXPENDITURES
Debt Service Interest:
Represents the amount of interest due on the 2010B Revenue Bond.

Debt Service Principal:
Represents the amount of principal due on the 2010B Revenue Bond.

Other Bond Expenses:
Represents amounts due for expenses for fund.

(This page intentionally left blank)

Capital Funds

Introduction:

The Capital Improvement Fund section includes accomplishments as well as summary schedules that reflect each projects with carry-over funds from prior years that will be utilized at some point in the future for a designated purpose.

Description of Funds:

The Town accounts for five Capital Funds as described below:

1) Capital Improvement Program - Pay-as-you-go (307)

This fund accounts for capital projects not covered by the remaining four capital funds. While the Capital Improvement Program encompasses a five year period, only the first year of the Program is adopted each year by the Town Council for funding and implementation. The out years of the Program are not a budget, but provide appropriate financial information for prudent budget and planning recommendations and assist the Town's Elected Officials and Management Staff in the decision making process. Through budgetary action, the first year of the Program becomes the Capital Projects allocation which is funded from the General Operating Budget for the Town.

2) Comprehensive Coastal Management Plan (CCMP) (309)

This fund accounts for coastal expenditures financed with proceeds from bond issues, transfers from other Town funds and grants. Coastal expenditures include beach restoration/renourishment through the placement of sand, construction of groin fields and environmental mitigation for beach stabilization in all or a portion of the beaches located in Town.

3) Town Facilities (310)

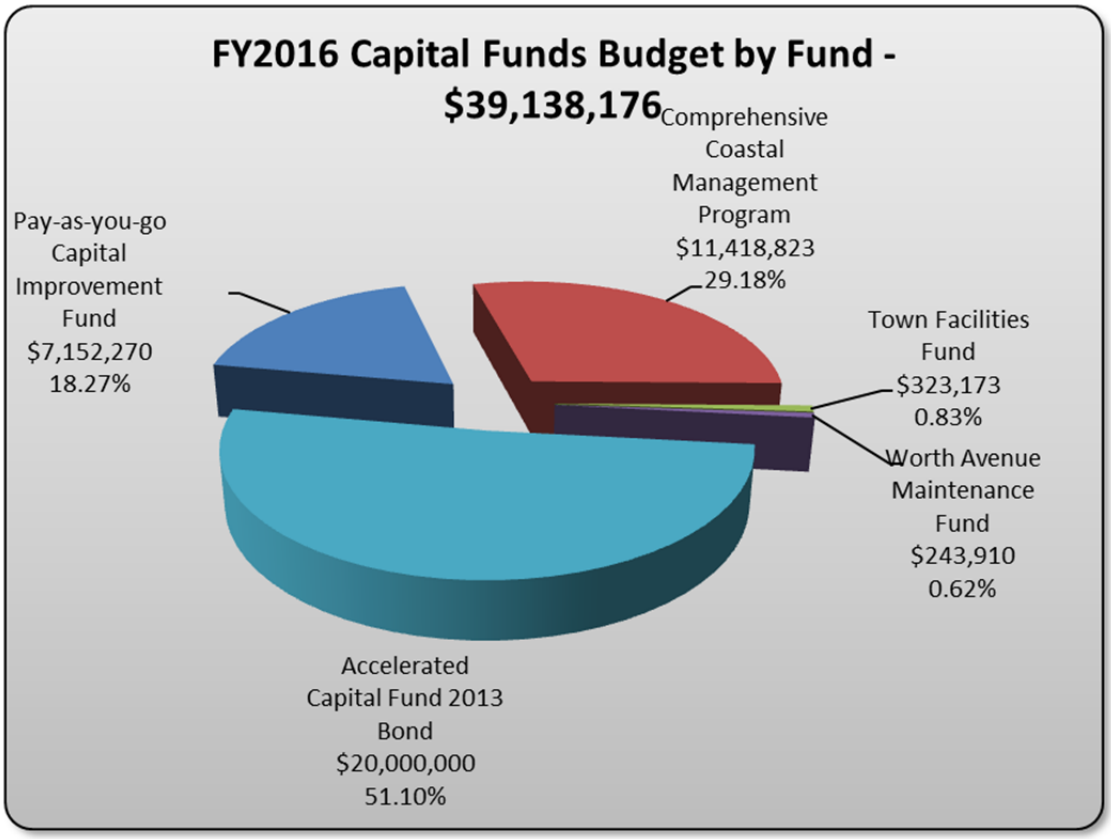
This fund accounted for construction costs for the Central Fire-Rescue Station (including the Emergency Operations Center) and Town Hall Renovations with proceeds from the 2003/2008 Revenue Bonds as well as transfers from the Capital Improvement and General Funds. This fund will close in FY2016 when the remaining fund balance is transferred to the Pay-as-you-go Fund for facilities projects.

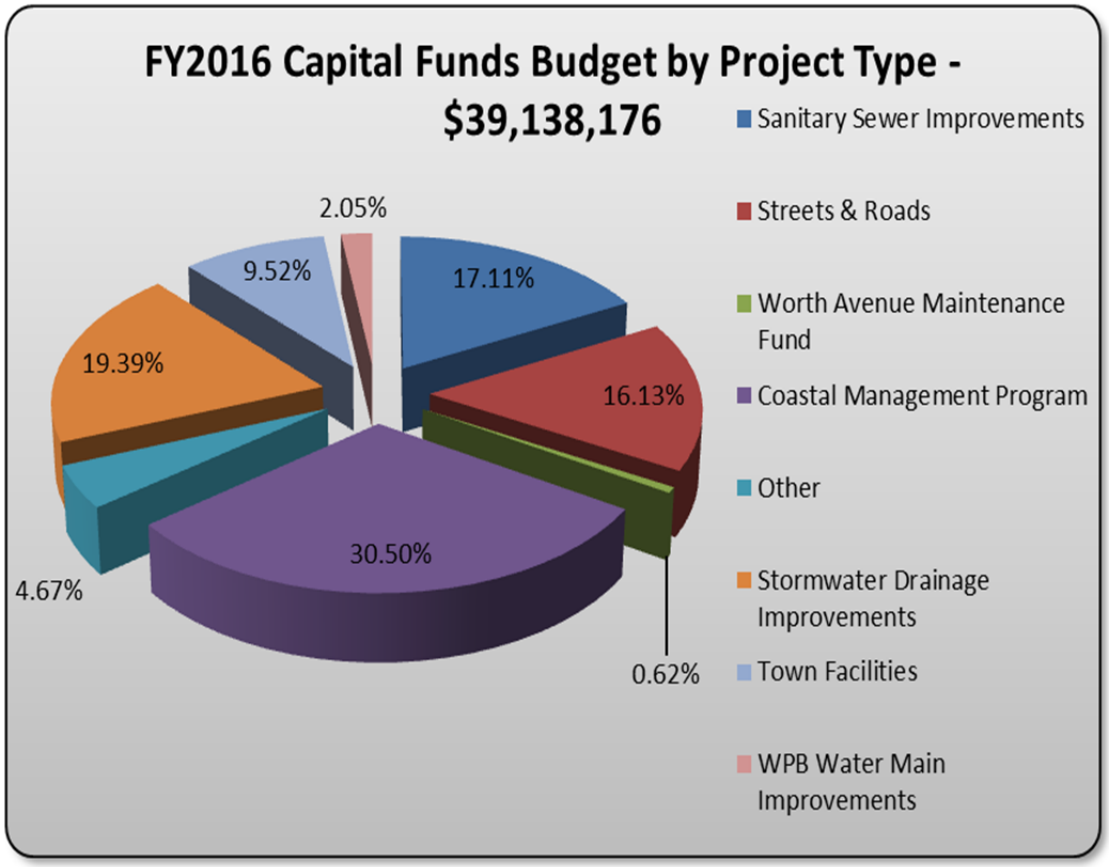
4) Worth Avenue Assessment District (311)

This fund was initially established to account for the Worth Avenue Assessment District pre-construction costs. This fund currently accounts for maintenance costs associated with the district.

5) Accelerated Capital Improvement Fund 2013 Bond Issue (314)

This fund was established as result of the 2013 bond issue to account for storm water, sanitary sewer, and other projects as outlined in the bond document.


FY2016 Capital Funds Budget by Fund - $39,138,176
Comprehensive Coastal Management Program $11,418,823 29.18%
Pay-as-you-go Capital Improvement Fund $7,152,270 18.27%
Town Facilities Fund $323,173 0.83%
Worth Avenue Maintenance Fund $243,910 0.62%
Accelerated Capital Fund 2013 Bond $20,000,000 51.10%


FY2016 Capital Funds Budget by Project Type - $39,138,176
2.05%
9.52%
17.11%
19.39%
16.13%
30.50%
4.67%
0.62%
Sanitary Sewer Improvements
Streets & Roads
Worth Avenue Maintenance Fund
Coastal Management Program
Other
Stormwater Drainage Improvements
Town Facilities
WPB Water Main Improvements

Impact of Capital Investments on Operating Budget

There are many features that distinguish the operating budget from the capital budget. The operating budget includes expenses that are generally of a recurring nature for all services and are appropriated for one year only, but do not result in major physical assets. From year to year, changes in the operating budget are expected to be fairly stable and represent incremental changes in the cost of doing business, in the growth of the community and in the types and levels of the services provided. Capital expenditures or the capital budget on the other hand include one-time costs for projects and may fluctuate widely from year to year.

The most obvious connection is the fact that the operating budget assumes the cost of maintaining and operating new facilities that are built under the capital budget. The operating budget impact estimates for capital projects are important for future planning and are included in budget projections used in the annual budget process. These costs or savings adjust the annual operating budget in the year the asset is complete and the asset is operational. Some capital improvements will actually decrease maintenance costs, such as replacement of vehicles and water lines or reconstruction of roads.

The following table reflects the impact of capital investments on the Town's operating budget:

Impact of Capital Investments on Operating Budget
Annual Operating Savings/(Cost)

Project	Salary/ Benefits	Supplies/ Contractual	Total Savings/ (Cost)	Comments
Stormwater Projects				
D-9 Pump Station	$ (6,688)	$ (560)	$ (7,248)	Labor & Utilities Savings
D-4 Pump Station	(4,460)	(1,150)	(5,610)	Labor & Utilities Savings
D-3/D-4 Pump Stations Electrical Upgrade	(3,344)	0	(3,344)	Labor savings from decreased failures
D-8, D-14 & A-7 Pump Station Fuel Tank Replacement	(1,115)	0	(1,115)	Labor Savings from reduced corrosion control
D-10 Pump Station Improvements	(4,460)	(670)	(5,130)	Labor & Utilities Savings
D-12 Pump Replacement	(13,377)	0	(13,377)	Labor savings from decreased failures
D-15 (D-6 & D-7) Pump Station Rehabilitation	(38,646)	31,949	(6,697)	Labor & Utilities Savings
Sub Total Stormwater	**$ (72,090)**	**$ 29,569**	**$ (42,521)**	
Sanitary Projects				
Pump Stations A-5 & A-6 Improvements	$ (4,460)	0	$ (4,460)	Labor savings from decreased failures
Pump Station A-7 Inline Booster Station	(5,574)	0	(5,574)	Labor savings from decreased failures
Pump Stations A-42 &A-43 Improvements	(4,460)	0	(4,460)	Labor savings from decreased failures
Pump Stations A-39 & A-41 Improvements	(5,574)	0	(5,574)	Labor savings from decreased failures
Pump Stations A-39,41,42,43 Generators	(11,148)	0	(11,148)	Labor savings from decreased failures
Pump Station S-2 Inline Booster Station	(8,918)	700	(8,218)	Labor & Utilities Savings
North Flagler Drive Force Main	1,300	0	1,300	Additional ARV and Plug Valves to maintain
Ejector Pump Stations Upgrade	(2,230)	0	(2,230)	Labor savings from decreased failures
A-7 to Hammon Ave Force Main Replacement	278	0	278	Additional ARV and Plug Valves to maintain
E-6 Bradley Park to Tangier Avenue Force Main	1,115	0	1,115	Additional ARV and Plug Valves to maintain
E-3, Garden Rd to Cherry Lane Force Main	278	0	278	Additional ARV and Plug Valves to maintain
A-42 to A-41 & Par 3 to A-39 Force Main	1,161	0	1,161	Additional ARV and Plug Valves to maintain
A-39 to A-7 Force Main Replacement	1,904	0	1,904	Additional ARV and Plug Valves to maintain
Sub Total Sanitary	**$ (36,328)**	**$ 700**	**$ (35,628)**	
Grand Total Savings/(Cost)	**$ (108,418)**	**$ 30,269**	**$ (78,149)**	

(This page intentionally left blank)

Capital Improvement Program
Five Year Capital Improvement Pay-as-you-go/Facilities Program
Approved FY2016

Description	FY2015 Carry-over Budget	Approved Year 1 FY2016	Subtotal	Projected Requirements Year 2 FY2017	Year 3 FY2018	Year 4 FY 2019	Year 5 FY 2020	Through FY2020
Expenditures:								
Storm Water System	*839,688*	*150,000*	*989,688*	*150,000*	*150,000*	*150,000*	*150,000*	*1,589,688*
FY2015 Carry-over	839,688	0	839,688	0	0	0	0	839,688
General Repairs	0	150,000	150,000	150,000	150,000	150,000	150,000	750,000
Sanitary Sewer System	*1,397,778*	*100,000*	*1,497,778*	*100,000*	*100,000*	*100,000*	*100,000*	*1,897,778*
FY2015 Carry-over	1,397,778	0	1,397,778	0	0	0	0	1,397,778
General Repairs	0	100,000	100,000	100,000	100,000	100,000	100,000	500,000
Streets and Roads	*1,214,222*	*700,000*	*1,914,222*	*500,000*	*600,000*	*600,000*	*600,000*	*4,214,222*
FY2015 Carry-over	170,011	0	170,011	0	0	0	0	170,011
Milling & Resurfacing Program	534,211	200,000	734,211	0	0	0	0	734,211
Curb & Sidewalk	100,000	100,000	200,000	100,000	100,000	100,000	100,000	600,000
Roadway Rebuilding	410,000	400,000	810,000	400,000	500,000	500,000	500,000	2,710,000
Bury FPL Overhead Lines	*149,185*	*0*	*149,185*	*0*	*0*	*0*	*0*	*149,185*
Bulkheads & Seawalls	*109,132*	*50,000*	*159,132*	*50,000*	*50,000*	*50,000*	*50,000*	*359,132*
Bulkheads & Seawalls	109,132	50,000	159,132	50,000	50,000	50,000	50,000	359,132
Water Main Improvements WPB (1)	*1,810*	*800,000*	*801,810*	*800,000*	*800,000*	*800,000*	*800,000*	*4,001,810*
Facilities	*1,152,455*	*250,000*	*1,402,455*	*225,000*	*125,000*	*125,000*	*125,000*	*2,002,455*
FY2015 Carry-over	942,455	0	942,455	0	0	0	0	942,455
Class III Landfills Site Maintenance	10,000	25,000	35,000	25,000	25,000	25,000	25,000	135,000
General Building Maintenance	0	25,000	25,000	200,000	100,000	100,000	100,000	525,000
Phipps Park Bathrooms	0	200,000	200,000	0	0	0	0	200,000
North Fire Station Roof	200,000	0	200,000	0	0	0	0	200,000
Renewal and Replacement	*0*	*30,000*	*30,000*	*30,000*	*30,000*	*30,000*	*30,000*	*150,000*
Total Expenditures	*4,864,270*	*2,080,000*	*6,944,270*	*1,855,000*	*1,855,000*	*1,855,000*	*1,855,000*	*14,364,270*
Offsetting Revenues:		*FY2016*		*FY2017*	*FY2018*	*FY2019*	*FY2020*	*Total*
Transfer from General Fund		1,030,000		1,030,000	1,030,000	1,030,000	1,030,000	5,150,000
Interest		40,000		25,000	25,000	25,000	25,000	140,000
Transfer from Town Facilities Fund (310)		322,773		0	0	0	0	322,773
WPB - Water Main Improvements (1)		800,000		800,000	800,000	800,000	800,000	4,000,000
Total Offseting Revenues		*2,192,773*		*1,855,000*	*1,855,000*	*1,855,000*	*1,855,000*	*9,612,773*
Net Revenue over Expenditures		*112,773*		*0*	*0*	*0*	*0*	

(1) Offsetting revenue from the City of West Palm Beach.

Revenue and Expense Summary

	FY2013 Actual	FY2014 Actual	FY2015 Budget	FY2015 Projected	FY2016 Budget	% Change
Revenues						
Transfer from General Fund (001)	1,000,000	1,000,000	1,000,000	1,000,000	1,030,000	3.00%
Transfer from Town Facilities Fund (310)	200,000	225,000	225,000	225,000	322,773	43.45%
Interest on Investments	(6,647)	36,781	25,000	40,000	40,000	60.00%
Grants/Local Revenue	109,105	8,400	800,000	-	800,000	0.00%
TOTALS	1,302,458	1,270,181	2,050,000	1,265,000	2,192,773	6.96%
Expenses						
Projects	1,935,531	590,620	6,521,133	1,300,000	6,944,270	6.49%
Contingency	-	-	205,000	-	208,000	1.46%
TOTALS	1,935,531	590,620	6,726,133	1,300,000	7,152,270	6.34%
Total Revenues Over/(Under) Expenses	(633,073)	679,561	(4,676,133)	(35,000)	(4,959,497)	
Beginning Fund Equity	5,623,928	4,990,855	5,670,416	5,670,416	5,635,416	
ENDING NET ASSETS	4,990,855	5,670,416	994,283	5,635,416	675,919	

Revenues

Transfer from General Fund (001):
Annual pay-as-you-go funding transferred from the General Fund to the Capital Fund**.**

Transfer from Town Facilities Fund (310):
Transfer from the Town Facilities Fund for projects relating to Town Facilities.

Interest on Investments:
The interest revenue is based upon the financial market conditions and funds available for investment.

Grants/Local Revenue:
Revenue from residents for Single Family Expulsor Station Assessments and the City of West Palm Beach for water project reimbursements .

Expenses

Projects:
A detailed schedule of projects can be found in this section.

Contingency:
10% of current year projects per Town policy.

COMPREHENSIVE COASTAL MANAGEMENT PROGRAM FY15 ACCOMPLISHMENTS & FY16 ACTION PLAN

SHORE PROTECTION BOARD

On July 8, 2008, the Town Council created the Shore Protection Board (SPB) to "act in an advisory capacity to the Town Council and shall make recommendations to the Town Council on all matters relating to shore protection in the Town of Palm Beach." On December 9, 2008, Town Council appointed seven (7) Board members who held their first meeting on December 17, 2008.

Coastal Management Work Plan

On February 11, 2009, the Town Council directed the Board "to accelerate its meetings, identify a contingency plan for Reach 7 and 8, and provide a long term plan of action (with options) for Town Council consideration in November 2009." Per direction of the Town Council, the Shore Protection Board submitted a Coastal Management Work Plan on November 9, 2009, which the Town Council accepted as a "blue print" for future coastal management activities in the Town of Palm Beach.

During the 2010, 2011, and 2012 calendar years, the Board has continued an adaptive management approach to their 10-year Work Plan. As more information has become available, some items originally suggested for FY 2011, FY 2012, or FY 2013 were adjusted for future years.

The Board's FY13 Coastal Management Program budget and 10-Year Plan was peer reviewed by Woods Hole Group between August 2012 and June 2013. Based on the recommendations from Woods Hole Group, an FY 2014 program budget and 10-year plan was developed and approved by Town Council for funding and implementation. In 2015, an FY 2016 program budget and 10-year plan update was performed by Town staff at the request of Town Council. This FY 2016 program is largely year three of the FY 2014 10-year plan with some revisions recommended from Woods Hole Group.

The current status of the Town's Coastal Management Program is set forth below and the 10-year plan summary is presented at the end of this report.

COASTAL PROJECTS UPDATES

Included as an element of the Comprehensive Coastal Management Plan, the Town's shoreline was divided into eight (8) segments, or "reaches". Each reach has a unique set of characteristics, based on upland uses, existing armoring, shoreline condition, shoreline orientation, and previous coastal management projects constructed, among others. The Board planned projects are specific for each reach. The information provided below has been separated and is consistent with the work currently being performed, or to be performed, within each reach.

Reach 1 (LAKE WORTH INLET TO ONONDAGA AVENUE)

Current Action

Continue Inlet Maintenance Dredging; to include settling basin, harbor channel, and turning basins. Placement of all beach-compatible sand will be placed on the dry beach and within the permitted beach profile.

Town continues to work with the U.S. Army Corps of Engineers on the various Federally-participated inlet maintenance dredging activities.

Ensure operation and maintenance the Sand Transfer Plant.

2014 Townwide Physical Monitoring Report, dated June 2015

Reach 1

Reach 1 experienced a net shoreline recession of 39.7 feet since the summer 2013 survey. This recession is primarily attributable to the lack of active placement in this reach over this time period. This recession is also partially attributable to anticipated equilibrium of maintenance material placed by the Corps of Engineers in 2013. Volumetric losses on the order of 123,298 cubic yards (to -26.2 feet NAVD) also occurred over this time period. Overall, this reach has exhibited a long term substantial net shoreline advance of 77.1 feet and volumetric gain (t0 -26.2 feet NAVD) of 679,717 cubic yards since 1990. This long-term advance in shoreline and volume is associated with placement by the Sand Transfer Plant (STP) within this reach and direct placement of material from inlet maintenance.

FDEP Strategic Beach Management Plan, June 2015

Strategy: Bypass an average annual volume of 202,000 cubic yards of sand to the downdrift beaches through a combination of the operation of the sand transfer plant and beach placement of maintenance dredge material from the federally authorized navigation channel; place all beach compatible material dredged during channel maintenance on downdrift beaches in Reach 1, in an extended beach placement in Reach 2, and when feasible, at Mid-Town and Phipps Ocean Park projects; dredging placement should be limited to dry beach; extension of the discharge pipeline to discharge points located at the south jetty, and approximately 3,600 ft south of the south jetty; expand the settling basin; comply with the Palm Beach Island Beach Management Agreement (BMA), 2013; update the sediment budget and the inlet management plan.

Comprehensive Coastal Management Plan, 1998 Update

Reach 1 has been subjected to direct sand placement in recent years as a result of dredged sand disposal from the maintenance of Lake Worth Inlet. With the continued Sand Transfer Plant discharge of sand onto the north end of Palm Beach Island and placement of beach-quality maintenance dredge sand by the U.S. Corps of Engineers, two principal Lake Worth Inlet Management Plan objectives of sand bypassing across the Inlet and maintenance of the navigation channel are partially satisfied.

Reach 1 Related Shore Protection Board Recommended Actions, November 2009

Sand Transfer Plant, Phase I Construction - The rehabilitation of the mechanical and electrical systems with structural restoration of the plant itself.

> The Town recently completed renovation of the 52-year-old sand bypassing plant. Although the structural and exterior restoration was not completed until May 2010, the mechanical components were all replaced in time for the plant to resume operations in late December 2009. The total cost of the project was approximately $2,200,000 Town staff was able to secure a $300,000 grant from the Florida Inland Navigation District, which brought the net Town cost down to approximately $1,900,000.
>
> STATUS: Completed in April 2010.

Engineered Beach Designation - The SPB requested that the Town hire a consultant to prepare the necessary documentation to potentially qualify Reach 1 as an “Engineered Beach” as defined by FEMA.

> STATUS: Report ready for submittal to FEMA should an emergency declaration get issued which includes the Town of Palm Beach.

Reach 2 (ONONDAGA AVENUE TO EL MIRASOL)

Due to the extensive amount of hardbottom in Reach 2, is it unlikely that a JCP permit for beach restoration could be obtained. In lieu of a beach restoration project, Town staff has identified alternative projects that would introduce additional sand to Reach 2. The addition of a second discharge for the Sand Transfer Plant would dispose beach quality sand on the dry beach. The purpose of placing sand in Reach 2 is to continue the natural southerly flow of sand that has been interrupted by the channel and inlet jetties. The 3,500-foot pipeline extension south of the inlet may assist the Reach 2 beaches with modest accretion. Town staff is working with FDEP and USACE Civil Works staff to potentially expand the footprint of the Lake Worth Inlet's maintenance dredging project into Reach 2.

Should the second discharge, or an expanded inlet maintenance placement area, create a small stable beach throughout Reach 2, a dune project may be considered to add high quality sand with vegetation to create a more natural beach and dune cross shore profile. Dune projects provide a line of defense from storms and benefit the Town's entire coastal system.

Current Action

The Beach Management Agreement (BMA) was signed in September 2013. The BMA includes an expansion of the Mid-Town Beach Nourishment project taper into the southern portion of Reach 2. This project was constructed in 2015.

Physical and Biological Monitoring efforts have continued.

2014 Townwide Physical Monitoring Report, dated June 2015

Reach 2

Over this monitoring period, the Reach 2 shoreline receded an average of 7.6 feet, though this loss is not evenly distributed. The northern portions of the reach from R-78 to R-82 and the southern portion from R-87 to R-90 receded while the central portion exhibited slight net advance. Gains in the central portions of the reach are likely attributable to movement of material into the reach from the north (Reach 1) and occur only on the upper beach. Overall this reach exhibited a net volumetric loss (to -26.2 ft. NAVD) of -167,018 cubic yards with the greatest losses occurring within the northern portions of the reach. This loss trend is likely largely attributable to the lack of sediment supply from Reach 1 in the short term.

Since 1990, the reach has exhibited a net shoreline advance of 42.2 feet though this gain primarily occurs within the northernmost portion of the reach. Overall, this reach has lost a net volume of -149,956 cubic yards since 1990 and is the only reach in the Town which currently exhibits net long-term losses.

FDEP Strategic Beach Management Plan, June 2015

Strategy**:** Maintain the Town's restored projects through monitoring and nourishment using sand from offshore sources and upland sources; construct a feeder beach to reestablish littoral transport for Reach 2; and construct restoration projects in environmentally suited areas of Reach 5 and Reach 8. Comply with BMA (2013).

Comprehensive Coastal Management Plan, 1998 Update

Because of high erosion rates in Reach 2, supplemental sand placement must occur.

Reach 2 Related Shore Protection Board Recommended Actions, November 2009

Sand Transfer Plant, Phase II - Installation of a second discharge to be located in Reach 2, south of Reef Road.

> STATUS: FDEP BMA signed by all applicable parties. State permit authorization for STP Phase II received with signed BMA. Federal permit authorization has not been received. The STP Phase II project is not expected to be moved forward for construction in the near future. Monitoring data will continue to be collected and analyzed to determine the necessity of the STP Phase II project.

Groin Analysis - Following the Groin Assessment performed, a Town consultant analyzed the functionality of the Town's groin system. A revised plan to prioritize rehabilitation is to be developed for Town Council consideration.

> STATUS: Report received in February 2015. Groin rehabilitation is included in the SPB's most recent 10-year plan. In September 2012, a peer review of a consultant proposed "Coastal Structures Plan" was performed. The recommendations from the peer review include the initiation of a Groin Rehabilitation Program as a long-term capital improvement project.

Maintenance Dredge Sand Permitting, Placement Extension - Previous maintenance dredging events performed by the U.S. Corps of Engineers have been conducted under an agreement with the Town of Palm Beach to place sand on the dry beach at the incremental cost versus placing the sand in the nearshore. The dry beach placement has been restricted to Reach 1 and the northern portion of Reach 2. The SPB would like to expand the dry beach placement areas to include other sections of Town, such as the remainder of Reach 2.

> STATUS: The USACE has requested State permit authorization to renew their existing permit for inlet maintenance activities. Details of the renewal include the placement of sand further to the south into Reach 2 to approximately R-80. An EIS will likely need to be completed to extend the dry beach placement area beyond the current limits of placement near R-80. The Town will remain engaged with the USACE with respect to the inlet maintenance dredging effort scheduled for early 2016.

Reach 3 (EL MIRASOL TO VIA BETHESDA)

Current Action

Continued Physical Monitoring and implementation of BMA-required monitoring.

Continued evaluation and monitoring of existing coastal structures as requested by the SPB.

Beach Nourishment construction was completed in April 2015.

2014 Townwide Physical Monitoring Report, June 2015

Reaches 3 & 4

This segment comprises both the north and south segments of the Mid-Town Beach Renourishment Project. Over this monitoring period this reach has exhibited a net shoreline recession of 2.9 feet. Recession was most notable within the central portion of the area from R-94 to R-99. Net gains were observed south of this recession.

Overall, this area experienced a net volumetric loss of 365,091 cubic yards (to -26.5 feet NAVD) over this monitoring period. Losses were most significant in the central portion of the area consistent with shoreline recession trends.

Since 1990, this shoreline segment has exhibited a net increase in volume of 468,829 cubic yards and gain in shoreline position of 42.4 feet due to direct sand placement. This net gain is not evenly distributed and an area of focused shoreline and volumetric loss is evident within the northern portions of the reach from R-91 to R-92. This northern hot spot was particularly significant since the passage of Hurricane Sandy and appears to be an advancement of the historic erosion character of Reach 2 south in to the northern portion of Reach 3.

It is important to note that these observations do not account for construction of the 2015 Mid-Town Nourishment Project which was initiated following this monitoring period. This project will result in significant gains in shoreline and volume within the reach.

FDEP Strategic Beach Management Plan, June 2015

Strategy**:** Maintain the Town's restored projects through monitoring and nourishment using sand from offshore sources and upland sources.

Comprehensive Coastal Management Plan, 1998 Update

The management solution for Reach 3 is beach restoration to occur simultaneously with the renourishment of the Mid-Town project.

Reach 3 Related Shore Protection Board Recommended Actions, November 2009

Beach Nourishment Permitting - The permitting for the next beach project in Mid-Town is scheduled to begin in 2012, with expected construction in Winter of 2013/Spring of 2014.

STATUS: Construction was completed in April 2015.

Groin Analysis - Following the Groin Assessment performed, a Town consultant analyzed the functionality of the Town's groin system. A plan to prioritize rehabilitation was developed for SPB consideration.

STATUS: Report received in February 2015. Groin rehabilitation is included in the SPB's most recent 10-year plan. In September 2012, a peer review of a consultant proposed "Coastal Structures Plan" was performed. The recommendations from the peer review include the initiation of a Groin Rehabilitation Program as a long-term capital improvement project.

Reach 4 (VIA BETHESDA TO 270 FEET SOUTH OF BANYAN ROAD)

Current Action

Continued Physical Monitoring and implementation of BMA-required monitoring.

Continued evaluation and monitoring of existing coastal structures as requested by the SPB.

Beach Nourishment construction was completed in April 2015.

2014 Townwide Physical Monitoring Report, June 2015

Reaches 3 & 4

This segment comprises both the north and south segments of the Mid-Town Beach Renourishment Project. Over this monitoring period this reach has exhibited a net shoreline recession of 2.9 feet. Recession was most notable within the central portion of the area from R-94 to R-99. Net gains were observed south of this recession.

Overall, this area experienced a net volumetric loss of 365,091 cubic yards (to -26.5 feet NAVD) over this monitoring period. Losses were most significant in the central portion of the area consistent with shoreline recession trends.

Since 1990, this shoreline segment has exhibited a net increase in volume of 468,829 cubic yards and gain in shoreline position of 42.4 feet due to direct sand placement. This net gain is not evenly distributed and an area of focused shoreline and volumetric loss is evident within the northern portions of the reach from R-91 to R-92. This northern hot spot was particularly significant since the passage of Hurricane Sandy and appears to be an advancement of the historic erosion character of Reach 2 south in to the northern portion of Reach 3.

FDEP Strategic Beach Management Plan, June 2015

Strategy**:** Maintain the Town's restored projects through monitoring and nourishment using sand from offshore sources and upland sources.

Comprehensive Coastal Management Plan, 1998 Update

The management solution is the renourishment of the Mid-Town project. The Mid-Town groin field should be inspected and maintained to support to the beachfill project.

Reach 4 Related Shore Protection Board Recommended Actions, November 2009

FEMA Dune/Beach Sand - To be conducted simultaneously with the FEMA project in Reach 7, the Mid-Town beach (Clarke Avenue Beach to the south end of the Municipal Beach) will receive sand appreciable to the losses attributed from Tropical Storm Fay.

The dune project will serve as an interim measure until the next Mid-Town renourishment project is constructed. The Shore Protection Board is requesting an appropriation in the proposed FY 2011 coastal budget to begin the permitting effort for beach renourishment in Mid-Town.

STATUS: Construction was completed in January 2011.

Beach Nourishment Permitting - The permitting for the next beach project in Mid-Town began in 2012, with expected construction in late 2013/early 2014.

STATUS: Construction was completed in April 2015.

Reach 5 (270 FEET SOUTH OF BANYAN ROAD TO 170 FEET NORTH OF WIDENER'S CURVE)

Reach 5 continues to benefit from repeated restorations of Reaches 3 and 4.

Current Action

Continued evaluation and monitoring of existing coastal structures as requested by the SPB.

Continue physical monitoring per BMA-requirement.

2014 Townwide Physical Monitoring Report, June 2015

Reach 5

Over the current monitoring period, Reach 5 has experienced a net average shoreline recession of 6.6 feet with both gains and losses occurring within the reach. The reach exhibited a net loss of 299,735 cubic yards with losses occurring throughout the reach.

Long term, this area has experienced a net shoreline advance of 50.2 feet since 1990 and has gained approximately 545,965 cubic yards (above -26.2 feet NAVD) throughout the entire shoreline segment. Gains are directly attributable to the movement of material into Reach 5 from the Mid-Town beach projects within Reaches 3 and 4. Reach 5 has exhibited long term gains in both shoreline and volume due to the movement of material from the beach nourishment projects within Reaches 3 and 4. These trends are likely to continue provided the nourishment source remains. Lacking this source, this reach would likely revert to a net erosion/recession condition consistent with conditions present prior to the initiation of the beach nourishment program.

FDEP Strategic Beach Management Plan, June 2015

Strategy**:** Construct restoration projects in environmentally suited areas of Reach 5 and Reach 8. Comply with BMA (2013).

Comprehensive Coastal Management Plan, 1998 Update

Proposed improvements include beach fill and a groin field at the south terminus of the reach.

Reach 5 Related Shore Protection Board Recommended Actions, November 2009

Groin Analysis - Following the Groin Assessment performed, a Town consultant analyzed the functionality of the Town's groin system. A plan to prioritize rehabilitation was developed for SPB consideration.

> STATUS: Report received in February 2015. Groin rehabilitation is included in the SPB's most recent 10-year plan. In September 2012, a peer review of a consultant proposed "Coastal Structures Plan" was performed. The recommendations from the peer review include the initiation of a Groin Rehabilitation Program as a long-term capital improvement project.

Dune Restoration **–** The SPB recognizes that Reach 5 has maintained a healthy beach due to the sand moving down from Reaches 3 and 4. The SPB may recommend adding sand into the beach and dune system in Reach 5. Placement of sand in the form of dunes will create a line of defense for the beachfront owners to improve the storm protection to South Ocean Boulevard. This action will add more sand to naturally be added into the littoral drift during a storm event, eventually bringing sand into the Reach 6 area.

> STATUS: Physical Monitoring is to continue, per BMA-requirement. No dune restoration projects are planned for Reach 5 per the most recent 10-Year Plan for the Coastal Management Program (for FY16).

Reach 6 (170 FEET NORTH OF WIDENER'S CURVE TO SLOAN'S CURVE)

Current Action

Continued evaluation and monitoring of existing coastal structures as requested by the SPB.

Continue physical monitoring.

2014 Townwide Physical Monitoring Report, June 2015

Reach 6

Over the most recent monitoring period, Reach 6 exhibited a net shoreline advance of 22.1 feet with gains occurring throughout the reach. Reach 6 exhibited a net loss of volume (above -26.2 feet NAVD) of 58,068 cubic yards. Losses are most prominent in the northern portions of the reach from R-110 to R-113.

Since 1990, Reach 6 has exhibited a net shoreline advance of 40.2 feet and volumetric gain of 426,347 cubic yards (above -26.5 feet NAVD).

In general, Reach 6 has remained stable with a long term trend of shoreline advance and volumetric gains. Much of this behavior can be attributed to the downdrift effect of the Mid-Town nourishment projects which have provided a sediment source to both Reaches 5 and 6. The monitoring data suggests that the functional limit of this beneficial downdrift effect occurs within Reach 6, in the vicinity of the FDOT revetment (between R-111 and R-116).

FDEP Strategic Beach Management Plan, June 2015

Strategy**:** Maintain the Town's restored projects through monitoring and nourishment using sand from offshore sources and upland sources; construct a feeder beach to reestablish littoral transport for Reach 2; and construct restoration projects in environmentally suited areas of Reach 5 and Reach 8. Comply with BMA (2013).

Comprehensive Coastal Management Plan, 1998 Update

Due to high longshore transport energies evident in this Reach, coupled with the large trough located between 70 and 350 feet from shore and the extensive hardbottom resources, direct placement of sand in this shoreline segment is not recommended.

Reach 6 Related Shore Protection Board Recommended Actions, November 2009

Groin Analysis - Following the Groin Assessment performed, a Town consultant analyzed the functionality of the Town's groin system. A plan to prioritize rehabilitation was developed for SPB consideration.

> STATUS: Report received in February 2015. Groin rehabilitation is included in the SPB's most recent 10-year plan. In September 2012, a peer review of a consultant proposed "Coastal Structures Plan" was performed. The recommendations from the peer review include the initiation of a Groin Rehabilitation Program as a long-term capital improvement project.

Dune Restoration - Because of the limited amount of sand going into Reach 7 from Reach 6, the condition of the Reach 7 beaches is a SPB concern. With most of the Reach 6 shoreline consisting of nearshore hardbottom resources, a beach nourishment project is not practical. A thought to be considered by the SPB is to cover the revetment with sand, or place dune sand east of the revetment where the opportunity presents itself. Creating a more natural beach and dune profile in Reach 6 may provide a volume of sand during storm events to assist the north end of Reach 7 with storm recovery.

> STATUS: Physical Monitoring is to continue, per BMA-requirement. No dune restoration projects are planned for Reach 6 per the most recent 10-Year Plan for the Coastal Management Program (for FY16).

Reach 7 (SLOAN'S CURVE TO THE LAKE WORTH MUNICIPAL PIER)

The Shore Protection Board has made the Reach 7 beaches a top priority for additional coastal management activities.

Current Action

Continue Physical Monitoring per BMA-requirement. Construction of a FY 2014 Partial Beach Nourishment and Dune Restoration Project in Reach 7 was completed in 2015. Full beach nourishment in Reach 7 is scheduled for construction in late 2015.

2014 Townwide Physical Monitoring Report, June 2015

Reach 7

Reach 7 encompasses the boundaries of the Phipps Nourishment Project which was initially constructed in 2006 and was partially renourished in early 2011. Over the most recent monitoring period, Reach 7 has experienced a net loss of 0.1 feet of shoreline position. Losses are most prominent in the central portion of the project between R-121 and R-122.

Over this monitoring period Reach 7 has lost a net volume of 227,194 cubic yards. Losses occurred throughout the reach and are most prominent in the central portions of the reach between R-121 and R-126.

Since 1990, Reach 7 has exhibited a net average recession of -6.0 feet. Losses have been most prominent within the northern and central portions of the reach. The reach has exhibited a net volumetric gain of 201,586 cubic yards since 1990. Gains have occurred throughout the reach though there is an increasing trend in gain from north to south.

FDEP Strategic Beach Management Plan, June 2015

Strategy**:** Maintain the Town's restored projects through monitoring and nourishment using sand from offshore sources and upland sources; construct a feeder beach to reestablish littoral transport for Reach 2; and construct restoration projects in environmentally suited areas of Reach 5 and Reach 8. Comply with BMA (2013).

Comprehensive Coastal Management Plan, 1998 Update

Beach fill project and the construction of a groin field.

Reach 7 Related Shore Protection Board Recommended Actions, November 2009

FEMA Dune/Beach Sand - Constructed simultaneously with the FEMA project in Reach 4.

The dune project will serve as an interim measure until the next Phipps Ocean Park nourishment project is constructed.

> STATUS: 2011 Dune Restoration Construction completed between January 2011 and March 2011. Physical and environmental monitoring continues to be conducted.

Beach Nourishment - The 2006 beach restoration project life interval was interrupted by the tropical systems in 2007 and 2008. The SPB recommends renourishment of the 2006 project.

> STATUS: The next full nourishment of Reach 7 is scheduled for construction in late 2015.

Reach 8 (LAKE WORTH MUNICIPAL TO LA BONNE VIE CONDOMINIUM)

Based on the Final Order by Administrative Law Judge Robert Meale, FDEP Secretary Michael Sole issued a denial of the Reach 8 beach restoration project in 2009.

Although the project was denied, the Town was able to secure the state cost-share funding until June 2011 through a grant amendment. The purpose of the time extension was to provide ample time to develop a revised project. A permit application for South End Palm Beach Restoration was submitted to the regulatory agencies in September 2010. With this project in the permitting phase, the Town will again seek a grant amendment to extend the life of the agreement through the anticipated construction.

A revised project was designed in an innovative stepped approach to strategically place sand and allow the natural movement of sand to help sustain a minimum beach profile in Reach 8. The Town has received positive feedback from the Surfrider Foundation regarding the revised project. The design and volume of the revised project is consistent with recommendations by both Administrative Law Judge Robert Meale and the petitioners who opposed the Town in the previous Reach 8 beach project administrative hearing. (The Surfrider Foundation was the primary petitioner in that hearing.) The permit application for the revised proposed beach restoration project in Reach 8 was developed, and is currently on hold until completion of the Federal-mandated EIS effort that is underway.

Current Action

2011 Dune Restoration Construction completed in March 2011 and project performance monitoring is being conducted.

South End Palm Beach Restoration, Permitting

Central Palm Beach County Comprehensive Erosion Control Project, Managed by Palm Beach County ERM, Environmental Impact Statement (EIS) in development.

Reach 8 has been designated as “Critically Eroded”, per FDEP.

2013 Townwide Physical Monitoring Report, June 2015

Reach 8

Over the past year, Reach 8 exhibited a net shoreline gain of 8.8 feet and overall volumetric loss of 114,239 cubic yards (to a depth of -26.2 feet NAVD). Shoreline advance is most prominent in the central portion of the reach from R-130 to R-132. Volumetric losses occurred throughout the reach.

Since 1990, Reach 8 has exhibited a net average loss of 14.5 feet, though gains generally occurred at the north end of the reach and recession was most prominent in the central portions of the reach. Since 1990, the reach has exhibited a net gain of 207,693 cubic yards (to a depth of -26.2 feet NAVD).

FDEP Strategic Beach Management Plan, May 2010 Update

Strategy**:** Maintain the Town's restored projects through monitoring and nourishment using sand from offshore sources and upland sources; construct a feeder beach to reestablish littoral transport for Reach 2; and construct restoration projects in environmentally suited areas of Reach 5 and Reach 8. Comply with BMA (2013).

Comprehensive Coastal Management Plan, 1998 Update

Beach fill project, and the construction of a groin field within the last 2,000 feet of Reach 8.

Reach 8 Related Shore Protection Board Recommended Actions, November 2009

FEMA Dune/Beach Sand - Constructed simultaneously with the FEMA project in Reach 4.

State and federal permitting has been underway and permits are expected to be received in time to construct a 25,000-cubic-yard dune project soon after November 1, 2010. Work needs to occur between November 1 and March 31 due to the sea turtle nesting season.

The dune project will serve as an interim measure until the potential Reach 8 beach restoration project is constructed.

> STATUS: 2011 Dune Restoration Construction completed between January 2011 and March 2011. Physical and environmental monitoring continues to be conducted.

Beach Restoration - A small scale beach nourishment project in Reach 8.

> STATUS: Permit application submitted in September 2010. In permitting. EIS was determined to be required by USACE for portions of the project south of the Lake Worth Pier. EIS is underway.

Structures Study - Palm Beach County has been pursuing a breakwater project to provide erosion control for the South Palm Beach/Lantana beaches. The SPB recommended that the Town Council join in the breakwater study with the County for the purpose of determining the long-term regional approach to shoreline management in this area. Subsequently, the Town Council signed two interlocal agreements with Palm Beach County on coastal projects.

> A significant step in the permitting process is to conduct an Environmental Impact Statement (EIS) study. The expected time frame for this study is approximately 18 months. In February
>
> 2012, Palm Beach County discontinued the EIS process. The Town and the County are restarted the EIS process under the Town's project management. The EIS is not expected to be complete until September 2014.

Critical Beach Erosion Designation - The entire Town shoreline is considered “critically eroded” by the state, except for portions of Reach 8 south of the Lake Worth pier. Attempts have been made by Town consultants to have all of Reach 8 included in the “critically eroded” designation. Each attempt has resulted in the state failing to recognize this area as “critically eroded”, although this designation is provided for beaches immediately north and south of the non-designation.

STATUS: During the BMA process, the FDEP designated Reach 8 as critically eroded.

Townwide

REGIONAL MONITORING

The Regional Monitoring program is ongoing and currently includes annual aerial cartographic photography used to monitor nearshore hardbottom, topographic and bathymetric surveys to monitor current sand movement throughout the Town, and a sediment budget analysis that provides long-term tracking of sand movement throughout the Town. As of September 2013, the BMA was signed and will serve as a regional approach to managing the shoreline along Palm Beach Island.

Additional monitoring activities in FY16 budget include:

- Biological monitoring related to the engineered beach projects in Reaches 3, 4, and 7

- Townwide sea turtle monitoring

- Annual tilling of the beaches within the nourishment areas

If necessary, escarpment reductions on engineered beaches during sea turtle nesting season

REVIEW OF SHORE PROTECTION BOARD RECOMMENDED COASTAL MANAGEMENT PLAN

Following receipt of the Shore Protection Board’s (SPB) FY 2013 Coastal Management Program Budget and 10-Year Forecast, the Town Council requested that the Board’s recommendation be independently peer reviewed. Woods Hole Group, Inc. (WHG) performed the peer review and provided their results and recommendations to Town Council in June 2013. Following the WHG recommendations, Town Council adopted a 10-Year Forecast that extends through FY 2023.

Revenue and Expense Summary

	FY2013 Actual	FY2014 Actual	FY2015 Budget	FY2015 Projected	FY2016 Budget	% Change
Revenues						
Transfer from General Fund (001)	4,765,099	7,200,000	11,377,000	11,377,000	8,015,220	-29.55%
Transfer from ERF (320)	-	2,858,913	-	-	-	0.00%
Transfer from 2013 Bond Fund (314)	-	11,900,000	-	-	-	0.00%
Transfer from Risk Fund (501)	-	2,000,000	-	-	-	0.00%
County Funds	-	-	-	-	3,380,000	100.00%
Interest on Investments	1,398	83,361	100,000	245,000	23,603	-76.40%
Grants/Local Revenue	51,126	343,894	50,000	572,000	-	-100.00%
TOTALS	4,817,623	24,386,168	11,527,000	12,194,000	11,418,823	-0.94%
Expenses						
Projects	694,828	1,522,600	48,378,441	47,752,413	8,015,263	-83.43%
Transfer to Debt Service	-	295,100	734,613	734,613	731,163	-0.47%
Salaries and Wages	-	-	97,864	97,864	108,973	11.35%
Employee Benefits	-	-	46,621	46,621	45,365	-2.69%
Contractual	-	-	12,000	5,000	12,000	0.00%
Commodities	-	-	2,400	1,000	2,400	0.00%
TOTALS	694,828	1,817,700	49,271,939	48,637,511	8,915,164	-81.91%
Total Revenues Over/(Under) Expenses	4,122,795	22,568,468	(37,744,939)	(36,443,511)	2,503,659	
Beginning Fund Equity	11,325,762	15,448,557	38,017,025	38,017,025	1,573,514	
ENDING NET ASSETS	15,448,557	38,017,025	272,086	1,573,514	4,077,173	

Revenues

Transfer from General Fund (001):
This line item represents money transferred from the General Fund for the Coastal Program.

Transfer from Equipment Replacement Fund (320):
This line item represents money transferred from the Equipment Replacement Fund for the Coastal Program.

Transfer from 2013 Bond Fund (314):
This line item represents the transfer of 2013 Bond Fund proceeds to the Coastal Program.

Transfer from Risk Fund (501):
This line item represents money transferred from the Risk Fund for the Coastal Program.

County Funds:
This line item represents the anticipated receipt of County funds for the Coastal Program.

Interest on Investments:
The interest revenue is based upon the financial market conditions and funds available for investments.

Grants/Local Revenue:
FDEP/Federal Government reimbursement for beach projects and Environmental Impact Statement (EIS) activities.

Expenses

Projects:
Budget update for 10 year Coastal Management Plan.

Salaries and Wages/Employee Benefits/Contractual/Commodities:
These line items represent coastal operating expenses accounted for in the General Fund in prior years.

Principal/Interest:
Principal and Interest repayment on 2013 Debt Issue.

Full Time Equivalent Employees	FY2012	FY2013	FY2014	FY2015	FY2016
Coastal Projects Coordinator	-	-	-	1.000	1.000
Town Engineer	-	-	-	-	-
	-	-	-	1.000	1.000

10-Year Coastal Management Program Budget

#	#s REPLACED (FY 2014)	PROJECT	FY 2016	FY 2017	FY 2018	FY 2019	FY 2020	FY 2021	FY 2022	FY 2023	FY 2024	FY 2025
		ISLANDWIDE										
1	2	APPLY AND UPDATE ISLANDWIDE SEDIMENT TRANSPORT ANALYSIS	20,000	21,000	22,000	22,000	23,000	24,000	24,000	25,000	26,000	27,000
2	3, 25, 33	ANNUAL SEDIMENT BUDGET REPORT (NOW BMA REQ'D)	45,000	47,000	48,000	50,000	51,000	53,000	54,000	56,000	58,000	59,000
3	4,5	SEAWALL/LLOD FUNCTION/NON-STRUCTURAL INVENTORY ASSESSMENT & ANALYSIS				116,000						
4	6	SEAWALL/LLOD REHABILITATION/REPLACEMENT	0	0	0	1,000,000	1,000,000	1,000,000	1,000,000	1,000,000	1,000,000	1,000,000
5	7	GROIN ASSESSMENT				70,000						
6	8	GROIN REHABILITATION	1,500,000	1,500,000	1,500,000	500,000	500,000	500,000	500,000	500,000	500,000	500,000
7	9	FLOODING AND CLIMATE CHANGE/SLR ASSESSMENT	50,000	50,000								
8	10	COMMUNICATIONS	25,000	25,000	25,000	25,000	25,000	25,000	25,000	25,000	25,000	25,000
9	11	DUNE VEGETATION MAINTENANCE	10,000	10,000	10,000	10,000	10,000	10,000	10,000	10,000	10,000	10,000
10	12	REGIONAL SAND NEEDS / SAND SEARCH							725,000	725,000		
11	13	GENERAL COASTAL ENGINEERING	50,000	52,000	54,000	55,000	57,000	58,000	60,000	62,000	64,000	66,000
12	14	PHYSICAL MONITORING (NON-PROJECT AREAS)	72,000	75,000	77,000	79,000	82,000	84,000	86,000	89,000	92,000	94,000
13	19, 27, 34, 42	BMA SEA TURTLE MONITORING	200,000	200,000	220,000	220,000	220,000	220,000	220,000	242,000	242,000	242,000
14	30, 37	BMA BIOLOGICAL MONITORING	200,000	206,000	213,000	219,000	226,000	232,000	239,000	246,000	254,000	261,000
15	15	COASTAL MANAGEMENT PROGRAM OPERATING EXPENSES	169,000	174,000	179,000	184,000	189,500	195,000	201,000	207,000	213,000	219,500
16		ANNUAL DEBT SERVICE PAYMENT	731,163	731,413	736,038	735,038	733,038	733,538	733,913	735,538	731,538	731,913
		INLET MANAGEMENT ACTIVITIES										
17	16	SAND TRANSFER PLANT OPERATING	0	0	0	0	0	0	0	0	0	0
18	17	MAINTENANCE DREDGING, SAND PLACEMENT EXTENSION (EIS)			1,000,000							
19	18	LWI IMP PHYSICAL MONITORING	19,000	20,000	21,000	21,000	22,000	23,000	23,000	24,000	25,000	25,000
		REACH 1 (LAKE WORTH INLET TO ONONDAGA AVENUE)										
20	20	BEACH TILLING	5,000	5,000	5,000	5,000	5,000	5,000	5,000	5,000	5,000	5,000
21	21	ESCARPMENT REMOVAL	5,000	5,000	5,000	5,000	5,000	5,000	5,000	5,000	5,000	5,000
		REACH 2 (ONONDAGA AVENUE TO EL MIRASOL)										
22	22	NOB SEAWALL REPLACEMENT										
23		SAND FOREPASSING	700,000		600,000		620,000		660,000		700,000	
		REACHES 3+4 (EL MIRASOL TO BANYAN ROAD)										
24	23	MID-TOWN BEACH RENOURISHMENT CONSTRUCTION						17,850,000				
25		MID-TOWN BEACH RENOURISHMENT PERMITTING				100,000						
26		OBTAIN FEDERAL COST-SHARE FOR MID-TOWN		500,000	500,000	500,000						
27	24	MID-TOWN PHYSICAL MONITORING	38,000	40,000	41,000	42,000	43,000	45,000	46,000	47,000	49,000	50,000
28	26	MID-TOWN MITIGATION - CORAL NURSERY/TRANSPLANTATION	200,000	200,000	200,000	200,000	200,000	200,000	200,000	200,000		
29		MID-TOWN MITIGATION - ARTIFICIAL REEF CONSTRUCTION	3,000,000									
30	28	BEACH TILLING	5,000	5,000	5,000	5,000	5,000	5,000	5,000	5,000	5,000	5,000
31	29	ESCARPMENT REMOVAL	5,000	5,000	5,000	5,000	5,000	5,000	5,000	5,000	5,000	5,000
		REACH 7 (SLOAN'S CURVE TO LAKE WORTH MUNICIPAL PIER)										
32	31	PHIPPS OCEAN PARK/REACH 7 BEACH NOURISHMENT CONSTRUCTION	300,000					2,300,000			21,800,000	
33	32	PHIPPS PHYSICAL MONITORING	28,000	29,000	30,000	31,000	32,000	33,000	34,000	35,000	36,000	37,000
34	35	BEACH TILLING	5,000	5,000	5,000	5,000	5,000	5,000	5,000	5,000	5,000	5,000
35	36	ESCARPMENT REMOVAL	5,000	5,000	5,000	5,000	5,000	5,000	5,000	5,000	5,000	5,000
		REACH 8 (LAKE WORTH MUNICIPAL PIER TO SOUTH TOWN LIMITS)										
36	38	EIS										
37		SOUTH END PALM BEACH RESTORATION PERMITTING	200,000									
38		SOUTH END PALM BEACH RESTORATION (INITIAL CONSTRUCTION)		3,500,000								
39		SOUTH END PALM BEACH RESTORATION MITIGATION		2,200,000								
40		CONSTRUCTION ACCESS EASEMENT AND SITE RESTORATION		80,000				80,000			80,000	
41	39	DUNE/BEACH CONSTRUCT CONCURRENTLY W/MID-TOWN, PHIPPS	1,235,000					2,500,000			2,750,000	
42	45	REACH 8 BIOLOGICAL MONITORING	50,000	52,000	54,000	55,000	57,000	58,000	60,000	62,000	64,000	66,000
43	40	REACH 8 PHYSICAL MONITORING	28,000	29,000	30,000	31,000	32,000	33,000	34,000	35,000	36,000	37,000
44	41	REACH 8 PROJECT ENGINEERING REPORT	10,000	11,000	11,000	11,000	12,000	12,000	12,000	13,000	13,000	14,000
45	43	BEACH TILLING	5,000	5,000	5,000	5,000	5,000	5,000	5,000	5,000	5,000	5,000
46	44	ESCARPMENT REMOVAL		5,000	5,000	5,000	5,000	5,000	5,000	5,000	5,000	5,000
			8,915,163	9,792,413	5,611,038	4,316,038	4,174,538	26,308,538	4,986,913	4,378,538	28,808,538	3,504,413
10-YEAR ESTIMATED TOTAL (RAW COST)												**$100,796,130**

		TOWN BUDGET TRANSFERS AND POTENTIAL REVENUES	**For each project, the Town must front the entire project cost and await County, State, or Federal reimbursement.**									
#		**PROJECT**	**FY 2016**	**FY 2017**	**FY 2018**	**FY 2019**	**FY 2020**	**FY 2021**	**FY 2022**	**FY 2023**	**FY 2024**	**FY 2025**
47		GENERAL FUND BUDGET TRANSFER	8,015,220	8,255,677	8,503,347	8,758,447	9,021,201	9,291,837	9,570,592	9,857,710	10,153,441	10,458,044
48		BOND PROCEEDS	1,500,000	1,500,000	1,500,000							
49		PALM BEACH COUNTY COST-SHARE PARTICIPATION (20% TOTAL PROJECT COSTS)	2,432,228								3,244,800	
50		ELIGIBLE STATE FDEP PROJECT COST-SHARE (46% MID-TOWN, 39% PHIPPS)	6,201,000					3,645,500			8,112,000	
51		FEDERAL COST-SHARE PARTICIPATION (50% TOTAL PROJECT COST, FY 2021 MID-TOWN)						8,425,000				

	POTENTIAL NET COSTS	**Net Town cost only includes construction costs and not potential/eligible County/State cost-share for monitoring.**
	10-YEAR TOTAL (NET TOWN COST WITH COUNTY PARTICIPATION)	**$95,119,102**
	10-YEAR TOTAL (NET TOWN COST WITH COUNTY AND STATE PARTICIPATION)	**$77,160,602**
	10-YEAR TOTAL WITH COUNTY, STATE, AND FEDERAL PARTICIPATION)	**$68,275,602**

Notes: Any cost sharing is subject to availability of County, State, and Federal funds. Although projects are eligible for State cost-sharing, there is no guarantee for State participation. Grants are issued based on Statewide rankings.

(This page intentionally left blank)

Revenue and Expense Summary

	FY2013 Actual	FY2014 Actual	FY2015 Budget	FY2015 Projected	FY2016 Budget	% Change
Revenues						
Interest on Investments	1,067	671	170	2,000	-	-100.00%
TOTALS	1,067	671	170	2,000	-	-100.00%
Expenses						
Transfer to Pay-as-you-go Fund (307)	200,000	225,000	225,000	225,000	323,173	43.63%
TOTALS	200,000	225,000	225,000	225,000	323,173	43.63%
Total Revenues Over/(Under) Expenses	(198,933)	(224,329)	(224,830)	(223,000)	(323,173)	
Beginning Fund Equity	969,435	770,502	546,173	546,173	323,173	
ENDING NET ASSETS	770,502	546,173	321,343	323,173	-	

Revenues

Interest on Investments:
The interest revenue is based upon the financial market conditions and funds available for investment.

Expenses

Transfer to Pay-as-you-go Fund (307):
This budget item is intended to address projects in facilities that are beyond the routine capability of the operating (maintenance/repair) budget, but not large enough to be major capital projects of their own. Rehabilitation or renovation of different building components (roofs, interior finishes, plumbing, HVAC, etc) are anticipated.

(This page intentionally left blank)

Revenue and Expense Summary

	FY2013 Actual	FY2014 Actual	FY2015 Budget	FY2015 Projected	FY2016 Budget	% Change
Revenues						
Special Assessment Revenue	1,002,510	260,980	222,925	267,000	233,710	4.84%
Interest on Investments	378	-	200	150	200	0.00%
Donations/Miscellaneous	11,257	16,288	10,000	10,000	10,000	0.00%
TOTALS	1,014,145	277,268	233,125	277,150	243,910	4.63%
Expenses						
Transfer to Debt Service 2010B (206)	779,800	-	-	-	-	0.00%
Maintenance Costs	189,158	181,157	232,925	270,000	243,910	4.72%
TOTALS	968,958	181,157	232,925	270,000	243,910	4.72%
Total Revenues Over/(Under) Expenses	45,187	96,111	200	7,150	-	
Beginning Fund Equity	169,235	214,422	310,533	310,533	317,683	
ENDING NET ASSETS	214,422	310,533	310,733	317,683	317,683	

Revenues

Special Assessment Revenue:
Non Ad Valorem Revenue collected from property owners for Worth Avenue special assessments.

Interest on Investments:
The interest revenue is based upon the financial market conditions and funds available for investment.

Donations/Miscellaneous:
Represents donations received for Worth Avenue items.

Expenses

Transfer to Debt Service 2010B Fund (206):
Annual debt service on 2010B Revenue Bonds. Commencing with FY2014, assessment revenue for Debt Service is processed through the Debt Service Fund.

Maintenance Costs:
Annual maintenance costs for Worth Avenue.

(This page intentionally left blank)

Revenue and Expense Summary

	FY2013 Actual	FY2014 Actual	FY2015 Budget	FY2015 Projected	FY2016 Budget	% Change
Revenues						
Interest on Investments	-	92,681	100,000	210,000	120,000	20.00%
Transfer from ACIP Phase I	-	-	-	3,280,000	-	-100.00%
Donations/Grants	-	-	-	572,500	350,000	100.00%
Bond Proceeds	-	58,494,720	-	-	-	0.00%
TOTALS	-	58,587,401	100,000	4,062,500	470,000	370.00%
Expenses						
Projects(a)	-	2,090,324	32,006,217	15,000,000	20,000,000	-37.51%
Transfers to Other Funds	-	13,150,000	-	-	-	0.00%
TOTALS	-	15,240,324	32,006,217	15,000,000	20,000,000	-37.51%
Total Revenues Over/(Under) Expenses	-	43,347,077	(31,906,217)	(10,937,500)	(19,530,000)	
Beginning Fund Equity	-	-	43,347,077	43,347,077	32,409,577	
ENDING NET ASSETS	-	43,347,077	11,440,860	32,409,577	12,879,577	

(a) FY2016 projects are funded with unexpended roll-over balances from FY2015 and/or appropriations of fund balances approved by Town Council resolution.

Revenues

Interest on Investments:
The interest revenue is based upon the financial market conditions and funds available for investment.

Donations/Grants:
Contributions and grants received for the Town Hall Historic Square District Project.

Bond Proceeds:
Proceeds from the 2013 Bond Issue.

Expenses

Projects:
A detailed schedule of projects can be found in this section.

Transfers to Other Funds:
Transfer of bond proceeds to Coastal and Recreation Funds.

Master Program / Budget - Accelerated Phase 2 - 2013 Bond Series

	Program Project	Original 2014 Cost Estimate	2013 Bond Series: Current Engineering Budget	Current Construction Budget	Available Contingency	Current Total Project Budget
Sanitary Pump Station Improvements						
1	Sanitary Sewer Upgrades (General)	$ 2,000,000	$ 58,000	$ 522,000		$ 580,000
	1.2 Sanitary Pump Station Condition Assessments	$ -	$ 16,000			$ 16,000
	1.3 WPB Shared Force Main Lining	$ -	$ 300,000	$ 2,700,000		$ 3,000,000
	Sub-Total Sanitary Pump Stations	***$ 2,000,000***	***$ 374,000***	***$ 3,222,000***	***$ -***	***$ 3,596,000***
Sanitary Piping Improvements						
4	Sanitary Sewer Force Main Lining - Midtown	$ 2,540,000	$ 129,635	$ 2,814,000	$ 350,365	$ 3,294,000
	Sub-Total Sanitary Collection System	***$ 2,540,000***	***$ 129,635***	***$ 2,814,000***	***$ 350,365***	***$ 3,294,000***
Drainage / Curb and Gutter / Sidewalk ADA Improvements						
5	General Drainage / Curb and Gutter / Sidewalk ADA Improvements (Pre-Paving Program)	$ 7,584,000	$ 695,241	$ 2,780,965		$ 3,476,206
	5.1 Queens Lane - Ocean Blvd to Ocean Terrace	$ -	$ 50,000	$ 250,000		$ 300,000
	5.3 Monterey, Onandaga, Orange Grove	$ -	$ 115,237	$ 559,808		$ 675,045
	5.4 Bradley Place - Royal Poinciana to Wells Improvements	$ -	$ 243,600	$ 1,218,000		$ 1,461,600
	5.5 Ridgeview, Cherry, West Indies	$ -	$ 191,030	$ 955,150	$ 48,970	$ 1,195,150
	5.6 Lake Trail - Royal Palm Way to Reef	$ -	$ 106,354	$ 358,325	$ 11,320	$ 475,999
	5.7 Nightingale / La Puerta Underground Project	$ -	$ 91,300	$ 236,500		$ 327,800
	Sub-Total Drainage Piping Improvements	***$ 7,584,000***	***$ 1,492,762***	***$ 6,358,748***	***$ -***	***$ 7,911,800***
Stormwater / Drainage Pump Station Improvements						
6	D-4 / D-10 Pump Station Improvements (Construction)	$ 5,883,000	$ 534,550	$ 7,371,219	$ 361,582	$ 8,267,351
8	Stormwater Pump Station Rehabilitation (General)	$ 1,500,000	$ 50,000	$ 450,000		$ 500,000
	8.1 Fuel Tank Replacements (D-8, D-14, and A-7)	$ -	$ 61,135	$ 218,000	$ 29,865	$ 309,000
	8.2 Stormwater Pump Station Condition Assessments	$ -	$ 22,000			$ 22,000
	Sub-Total Drainage Pump Station Improvements	***$ 7,383,000***	***$ 667,685***	***$ 8,039,219***	***$ 391,447***	***$ 9,098,351***
Drainage Improvements - General						
9/11	Midtown Drainage Improvements	$ 1,250,000	$ 250,000	$ 1,000,000		$ 1,250,000
10	D-2 to D-9 Drainage Basin Interconnect	$ 1,250,000	$ 100,000	$ 900,000		$ 1,000,000
	Sub-Total Coastal	***$ 2,500,000***	***$ 350,000***	***$ 1,900,000***	***$ -***	***$ 2,250,000***
Coastal						
12	North Ocean Boulevard Seawall	$ 5,600,000	$ 203,951	$ 4,969,541	$ 1,440,914	$ 6,614,406
13	Ocean Outfall Abandonments	$ 2,385,000	$ 237,500	$ 955,000		$ 1,192,500
	13.1 North Ocean Boulevard Seawall Ocean Outfalls	$ -				$ -
14	Coastal Structural Improvements (Groins, Seawalls, Etc.)	$ 6,300,000	$ 693,000	$ 5,607,000		$ 6,300,000
	Sub-Total Coastal	***$ 14,285,000***	***$ 1,134,451***	***$ 11,531,541***	***$ 1,440,914***	***$ 14,106,906***
Facilities						
15	North Fire Station - Emergency Generator Replacement	$ 215,000	$ 31,300	$ 169,955	$ 38,125	$ 239,380
15a	Central Fire Station Slab Replacement	$ -		$ 66,589	$ 7,411	$ 74,000
	Sub-Total Facilities	***$ 215,000***	***$ 31,300***	***$ 236,544***	***$ 45,536***	***$ 313,380***
Deleted / Transferred Projects						
16	South / Central Fire Stations - Louver Doors	$ 275,000				$ -
7	D-10 Pump Station Improvements (Construction)	$ -				$ -
1	Sanitary Sewer Upgrades (General)	$ -				$ -
	1.1 E-6 Pump Station Improvements	$ -				$ -
13	Ocean Outfall Abandonments	$ -				$ -
	13.1 North Ocean Boulevard Seawall Ocean Outfalls	$ -				$ -
	Sub-Total Deleted Projects	***$ 275,000***	***$ -***	***$ -***	***$ -***	***$ -***
Other Projects						
17	Landfill / Facility Improvements Improvements	$ 435,000	$ 81,000	$ 330,000		$ 411,000
18	Memorial Fountain Replacement	$ 1,375,000	$ 132,531	$ 1,594,919	$ 55,354	$ 1,782,804
19	Town Hall Square	$ 4,325,000	$ 860,434	$ 4,920,054	$ 301,992	$ 6,082,480
20	Accelerated Capital Improvement Program Phasing Plan	$ 27,500	$ 27,500	$ -		$ 27,500
21b	Accelerated Capital Improvement Program Administration	$ 625,000	$ 520,150	$ -	$ 79,850	$ 600,000
23	Mast Arm Replacements / Upgrades	$ 2,362,500	$ 465,860	$ 1,890,000	$ 6,640	$ 2,362,500
24	Bradley Park Improvements (Fountain)	$ 225,000	$ 25,000	$ 200,000		$ 225,000
26	Street Lighting Improvements (General)	$ 1,750,000	$ 350,000	$ 1,300,000		$ 1,650,000
	26.1 Town Hall Square Street Lighting Improvements	$ -		$ 235,894	$ 29,106	$ 265,000
27	Street Lighting Upgrades - South Ocean / Sloan's to Lake	$ 2,500,000	$ 500,000	$ 2,000,000		$ 2,500,000
28	General Engineering Services	$ -	$ 20,000			$ 20,000
	Sub-Total Other Projects	***$ 13,625,000***	***$ 2,982,475***	***$ 12,470,867***	***$ 472,942***	***$ 15,926,284***
Completed Projects						
3	E-3, Garden Road to Cherry Lane / E-2 Force Main Lining	$ 956,418	$ 86,129	$ 1,168,575		$ 1,254,704
21a	Accelerated Capital Improvement Program Administration (Jacobs)	$ -	$ 88,613	$ -	$ -	$ 570,000
17.1	Public Works Maintenance Bay	$ -	$ 1,998	$ 13,820	$ 4,182	$ 20,000
5.2	El Bravo, South Woods, La Puerta Drainage Improvements	$ -	$ 9,955	$ 220,043		$ 229,998
2	North Flagler Drive Force Main	$ 4,594,680	$ 197,580	$ 4,616,416	$ 22,420	$ 5,486,046
	Sub-Total Completed Projects	***$ 5,551,098***	***$ 384,275***	***$ 6,018,854***	***$ 26,602***	***$ 7,560,748***
	UNALLOCATED RESERVES (Contingency to be Liquidated on Completed Projects)	***$ 1,131,017***				
	CURRENT INTEREST	***$ 274,518***				
	BOND SERIES - Project Scope (Does Not Include Interest / Includes Original Contingency)	**$ 56,867,957**	**$ 7,546,583**	**$ 52,591,773**	**$ 2,727,806**	**$ 64,057,469**
	ACIP 2 PROGRAM BUDGET	**$ 57,142,475**				**$ 64,057,469**

Funds Not Requisitioned	**$ (7,189,512)**
Unallocated Reserves	**$ 1,131,017**
Available Project Contingency	**$ 2,727,806**
Interest	**$ 274,518**
Unspent ACIP 1 transferred to ACIP 2	**$ 3,338,037**
Surplus / (Deficit) (Includes Unallocated Reserves, Interest, and Unencumbered Contingency)	**$ 281,866**

TOWN OF PALM BEACH ACCELERATED CAPITAL IMPROVEMENTS PROGRAM - PHASE 2

1. SANITARY SEWER UPGRADES

PROJECT DESCRIPTION: Comprehensive program for sanitary sewer and sewage pump station improvements. These projects will be to line or rebuild old pipe lines in the Town to eliminate groundwater infiltration and restore structural integrity to the pipes. The scope also includes miscellaneous upgrades to sewage pump stations.

PROJECT ENGINEER: B. Francis (Planning)
CONSULTANT: Various
CONTRACTOR: TBD
PROJECT LOCATION: Various locations through the Island

CURRENT ACTIVITIES

There are two projects currently identified for this program; West Palm Beach shared force main lining and sanitary sewer pump station condition assessment.

WHAT'S COMING UP

Continue Town wide sanitary sewer pump station condition assessment.

SCHEDULE

	Begin Activity	Activity Complete
Design	2/1/2014	4/3/2015
Procurement/Council	4/8/2014	4/30/2015
Pre-Construction		
Construction	11/1/2014	10/31/2017
Hold		

BUDGET

Current
$580,000
Amendments
$0.00
Spent to Date
$1,420,000
Remaining
$580,000

CES CONSULTANTS, INC. **Program Manager**

Information as of 10/21/2015

2. NORTH FLAGLER DRIVE FORCE MAIN

PROJECT DESCRIPTION: Construct a new 24-inch force main from Providencia Park to Currie Park (23rd and Flagler). Perform spot drains to the force main along 23rd Street from Currie Park Street to west of Tamarind Avenue to Lift Station 22. Scope also includes improvements to the connection at Currie Park.

PROJECT ENGINEER: C. Langley
CONSULTANT: Kimley-Horn and Associates
CONTRACTOR: Whiting-Turner
PROJECT LOCATION: Flagler Drive from Providencia Park to Currie Park, then across 23rd Street to Tamarind

CURRENT ACTIVITIES

Project is substantially complete and closeout activities are underway.

WHAT'S COMING UP

Contract to be closed out by December 2015.

SCHEDULE

	Begin Activity	Activity Complete
Design		
Procurement/Council	2/1/2014	8/15/2014
Pre-Construction	4/8/2014	10/31/2014
Construction	11/1/2014	10/31/2015
Hold	NA	N/A

BUDGET

Current
$5,708,466
Amendments
$0
Spent to Date
$4,276,299
Remaining
$1,432,167

CES CONSULTANTS, INC. **Program Manager**

Information as of 10/21/2015

TOWN OF PALM BEACH ACCELERATED CAPITAL IMPROVEMENTS PROGRAM - PHASE 2

3. E-3, GARDEN ROAD TO CHERRY LANE, FORCE MAIN REHABILITAITON

PROJECT DESCRIPTION: Line existing force main along Lake Trail from Tangier Avenue to pump station S-2/Bradley Park.

PROJECT ENGINEER: M. Roach
CONSULTANT: Mock, Roos and Associates
CONTRACTOR: Hinterland Group
PROJECT LOCATION: Lake Trail from Tangier Avenue to pump station S-2/Bradley Park

CURRENT ACTIVITIES

Project is complete.

WHAT'S COMING UP

SCHEDULE

	Begin Activity	Activity Complete
Design		
Procurement/Council	2/15/2014	6/14/2014
Pre-Construction	N/A	N/A
Construction	6/16/2014	10/31/2014
Hold	N/A	N/A

BUDGET

Current
$1,254,703
Amendments
$0
Spent to Date
1,254,703
Remaining
$0

CFS CONSULTANTS, INC. **Program Manager**

Information as of 10/21/2015

4. SANITARY SEWER FORCE MAIN REHABILITATION

PROJECT DESCRIPTION: Rehabilitation of the 16" PCCP Force Main along Royal Palm Way from the Royal Park Bridge to South Ocean Boulevard, and the 20" PCCP on South County Road from Barton Avenue to Royal Poinciana Way, and along Royal Poinciana Way from South County Road to Cocoanut Row.

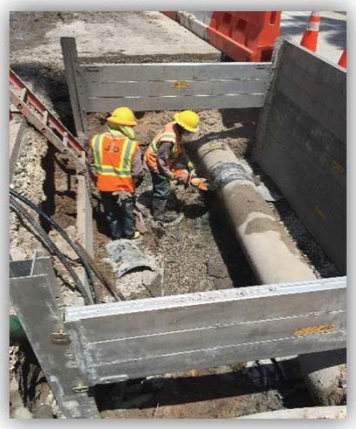
PROJECT ENGINEER: M. Roach
CONSULTANT: Mock, Roos and Associates
CONTRACTOR: Johnson-Davis, Inc.
PROJECT LOCATION: See the Project Description

CURRENT ACTIVITIES

All lining has been completed. Restoration activities along with milling and resurfacing have commenced.

WHAT'S COMING UP

The contractor will be constructing new crosswalks as part of the ADA Improvements along South County Road for the Breakers. Milling and resurfacing of the access pits on Barton Ave, Pinewalk, Breakers Row and Royal Poinciana Way Intersections along South County is scheduled for the end of the month. The Milling and paving is anticipated to be completed during night hours to minimize traffic impacts. The Contractor will install an air release valve on the force main at Cocoanut Row and Royal Ponciana Way.



SCHEDULE

	Begin Activity	Activity Complete
Design		
Procurement/Council	1/5/2015	4/3/2015
Pre-Construction	2/15/2015	4/30/2015
Construction	4/13/2015	11/13/2015
Hold	N/A	N/A

BUDGET

Current
$3,294,000
Amendments
$0
Spent to Date
$1,906,990
Remaining
$1,387,010

CES CONSULTANTS, INC. **Program Manager**

Information as of 10/21/2015

5. GENERAL DRAINAGE/ CURB AND GUTTER/ SIDEWALK ADA IMPROVEMENTS

PROJECT DESCRIPTION: Comprehensive program to inspect and have a drainage analysis performed for identified roads to determine the deficiencies, which will be rated, prioritized, and corrected as necessary.

PROJECT ENGINEER: B. Francis (Planning)
CONSULTANT: TBD
CONTRACTOR: TBD
PROJECT LOCATION: Various locations through the Island

CURRENT ACTIVITIES

There are six projects currently identified for this program; (1) Queens Lane improvements, (2) El Bravo Way, S Woods Rd & La Puerta Way Improvements, (3) Monterey Rd, Orange Grove Rd & Onondaga Ave street improvements, (4) Bradley Place - Royal Poinciana to Wells improvements, (5) Ridgeview Dr, Cherry Ln & West Indies drainage improvements, and (6) Lake Trail improvement from Royal Palm Way to Reef Rd. Design has been substantially completed for (1) Queens Lane improvements, (3) Monterey Rd, Orange Grove Rd & Onondaga Ave street improvements, (4) Bradley Place - Royal Poinciana to Wells improvements, (5) Ridgeview Dr, Cherry Ln & West Indies drainage improvements, and (6) Lake Trail improvement from Royal Palm Way to Reef Rd.

WHAT'S COMING UP

Construction is completed for (2) El Bravo Way, S Woods Rd & La Puerta Way Improvements. Construction is being scheduled for May 2016, for completed designed projects. Design will be completed for remaining projects.

SCHEDULE

	Begin Activity	Activity Complete
Design	7/1/2014	7/18/2015
Procurement/Council	1/1/2015	3/9/2015
Pre-Construction	TBD	
Construction	5/1/2015	10/31/2016
Hold	TBD	TBD

BUDGET

Current
$3,476,206
Amendments
$0
Spent to Date
$0
Remaining
$3,476,206

CES CONSULTANTS, INC. Program Manager

Information as of 10/21/2015

5.1. QUEENS LANE ROADWAY IMPROVEMENTS

PROJECT DESCRIPTION: Drainage improvements to Queens Lane between North Ocean Way and North Ocean Boulevard. Improvements include roadway regrading, curb replacement, and upgrades to a catch basin and cross drains.

PROJECT ENGINEER: TBD
CONSULTANT: Kimley-Horn and Associates
CONTRACTOR: TBD
PROJECT LOCATION: Queens Way between North Ocean Way and North Ocean Boulevard

CURRENT ACTIVITIES

Design is complete.

WHAT'S COMING UP

Construction to be scheduled for May 2016.

SCHEDULE

	Begin Activity	Activity Complete
Design	7/1/2014	7/31/2014
Procurement/Council	12/6/2015	3/10/2015
Pre-Construction	3/10/2015	4/30/2015
Construction	5/1/2016	10/31/2016
Hold	N/a	N/A

BUDGET

Current
$300,000
Amendments
$0
Spent to Date
$17,832
Remaining
$282,168

CES CONSULTANTS, INC. **Program Manager**

Information as of 10/21/2015

5.2. EL BRAVO WAY, SOUTH WOODS ROAD, AND LA PUERTA WAY DRAINAGE IMPROVEMENTS

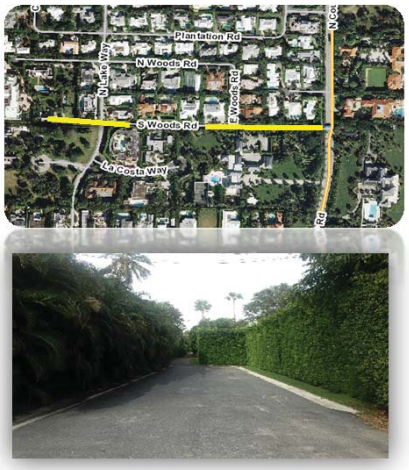
PROJECT DESCRIPTION: Drainage Improvements to El Bravo Way, South Woods Road and La Puerta Way including new drainage structures and pipe, roadway grading, adding curb and gutters and roadway restoration.

PROJECT ENGINEER: J. Sanon
CONSULTANT: Mock, Roos and Associates
CONTRACTOR: D.S. Eakins Construction, Corp.
PROJECT LOCATION: See project description above

CURRENT ACTIVITIES

Project is complete.

WHAT'S COMING UP



SCHEDULE

	Begin Activity	Activity Complete
Design	7/1/2014	7/30/2014
Procurement/Council	8/1/2014	9/9/2014
Pre-Construction	N/A	N/A
Construction	10/1/2014	11/1/2014
Hold	N/A	N/A

BUDGET

Current
$229,998
Amendments
$0
Spent to Date
$229,998
Remaining
$0

CES CONSULTANTS, INC. Program Manager

Information as of 10/22/2015

5.3 MONTEREY ROAD, ORANGE GROVE ROAD, AND ONONDAGA AVENUE STREET IMPROVEMENTS

PROJECT DESCRIPTION: Modify Monterey Road, Orange Grove Road and Onondaga Avenue as needed to resolve poor drainage issues.

PROJECT ENGINEER: M. Roach
CONSULTANT: Kimley-Horn and Associates
CONTRACTOR: TBD
PROJECT LOCATION: See project description above

CURRENT ACTIVITIES

Design is complete.

WHAT'S COMING UP

Construction to be scheduled for May 2016.

SCHEDULE

	Begin Activity	Activity Complete
Design	8/28/2014	2/14/2015
Procurement/Council	12/6/2015	3/9/2015
Pre-Construction	3/10/2015	4/30/2015
Construction	5/1/2016	10/31/2016
Hold	N/A	N/A

BUDGET

Current
$675,045
Amendments
$0
Spent to Date
$45,366
Remaining
$629,679

CES CONSULTANTS, INC. Program Manager

Information as of 10/21/2015

5.4. BRADLEY PLACE IMPROVEMENTS - ROYAL POINCIANA TO WELLS

PROJECT DESCRIPTION: Reconstruction of Bradley Place from Royal Poinciana Way to Coral Lane to correct drivability issues as well as drainage, sidewalk, curb and gutter, and ADA ramp inconsistencies.

PROJECT ENGINEER: M. Roach
CONSULTANT: Mock, Roos and Associates
CONTRACTOR: TBD
PROJECT LOCATION: See project description above

CURRENT ACTIVITIES

Design is complete. Prepare bid Package and Advertise in November.

WHAT'S COMING UP

Construction to be scheduled for May 2016.

SCHEDULE

	Begin Activity	Activity Complete
Design	11/1/2014	6/26/2015
Procurement/Council	11/22/2015	2/9/2016
Pre-Construction	2/15/2016	4/30/2016
Construction	5/1/2016	10/31/2016
Hold	N/A	N/A

BUDGET

Current
$1,461,600
Amendments
$0
Spent to Date
$104,986
Remaining
$1,356,614

CES CONSULTANTS, INC. **Program Manager**

Information as of 10/21/2015

5.5. RIDGEVIEW DRIVE, CHERRY LANE, AND WEST INDIES DRIVE DRAINAGE IMPROVEMENTS

PROJECT DESCRIPTION: Drainage improvements and potential water improvements to these roadways including: roadway re-grading and restoration, curb and gutter, new drainage structures, and drainage pipes. Project will also interconnect drainage basins D-4 and D-8.

PROJECT ENGINEER: J. Sanon
CONSULTANT: Chen Moore and Associates
CONTRACTOR: TBD
PROJECT LOCATION: See project description above

CURRENT ACTIVITIES

Design is substantially complete. Staff to prepare bid package for November advertisement.

WHAT'S COMING UP

Construction will be scheduled for May 2016.

SCHEDULE

	Begin Activity	Activity Complete
Design	11/1/2014	8/30/2015
Procurement/Council	11/1/2015	2/9/2016
Pre-Construction	2/9/2016	5/1/2016
Construction	5/1/2016	10/31/2016
Hold	N/A	N/A

BUDGET

Current	$1,195,150
Amendments	**$0**
Spent to Date	**$92,637**
Remaining	$1,102,513

CES CONSULTANTS, INC. **Program Manager**

Information as of 10/21/2015

5.6. LAKE TRAIL IMPROVEMENTS FROM ROYAL PALM WAY TO REEF ROAD

PROJECT DESCRIPTION: Pavement and drainage improvements along Lake Trail (Bike Path) and corresponding access points. Project includes design and construction of pathway through Bradley Park to Flagler Bridge and connecting to the southern portion of trail pathway. A portion of the project is to be funded from Pay-as-You-Go.

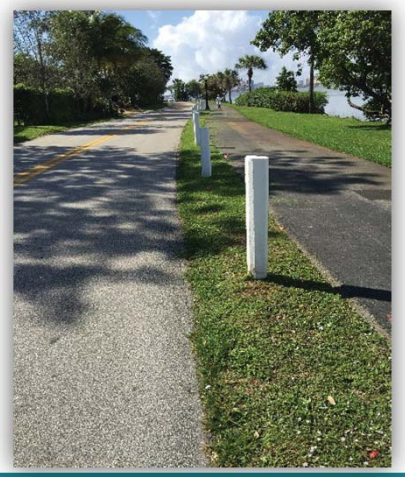
PROJECT ENGINEER: J. Sanon
CONSULTANT: Mock, Roos and Associates
CONTRACTOR: TBD
PROJECT LOCATION: See project description above

CURRENT ACTIVITIES

Project design is substantially complete except through Bradley Park.

WHAT'S COMING UP

Moving forward with access agreements and construction will be scheduled for May 2016.



SCHEDULE

	Begin Activity	Activity Complete
Design	11/1/2014	6/26/2015
Procurement/Council	11/22/2015	2/9/2016
Pre-Construction	2/15/2016	4/30/2016
Construction	5/1/2016	10/31/2016
Hold	N/A	N/A

BUDGET (PHASE 2 ONLY)

Current
$475,999
Amendments
$0
Spent to Date
$102,828
Remaining
$373,171

CES CONSULTANTS, INC. **Program Manager**

Information as of 10/21/2015

6. D-4/D-10 PUMP STATION IMPROVEMENTS - CONSTRUCTION

PROJECT DESCRIPTION: Replace hydraulically driven pumps with electric pumps at Pump Station D-4 & D-10; upgrade electrical and mechanical systems to D-4 as well as Pump Station D-3, Pump Station E-6 and Pump Station E-7, and correct any structural deficiencies. Also includes improvements to Pump Station E-6 to allow pumping to the ECR.

PROJECT ENGINEER: J. Sanon
CONSULTANT: Kimley-Horn and Associates (Design),
Mock, Roos and Associates (Construction Phase)
CONTRACTOR: Burkhardt Construction, Inc.
PROJECT LOCATION: D-10 Pump Station (Monterey Road), D-4 Pump Station (North Lake Way/Via Tortuga)

CURRENT ACTIVITIES

Completion of the D-10 outfall work and continued work on the D-4 and D-10 building structure.

WHAT'S COMING UP

Continued work on the D-4 and D-10 pump stations. Completion of Pump Station E-6 and Tangier Avenue roadway work. Construction is scheduled to be completed by March 2016.

D-4 Pump Station

D-10 Pump Station

SCHEDULE

	Begin Activity	Activity Complete
Design	8/8/2014	9/12/2014
Procurement/Council	9/16/2014	1/15/2015
Pre-Construction	1/16/2015	4/30/2015
Construction	5/1/2015	3/31/2016
Hold	N/A	N/A

BUDGET

Current	$8,267,351
Amendments	**$0**
Spent to Date	**$1,182,719**
Remaining	$7,084,632

CES CONSULTANTS, INC. **Program Manager**

Information as of 10/21/2015

8.1. FUEL TANK REPLACEMENTS AT THE D-8, D-14, AND A-7 PUMP STATIONS

PROJECT DESCRIPTION: Install new Convault double wall aboveground fuel tanks and new fuel piping to reconnect to the existing systems at D-8, D-14 and A-7 Pump Stations.

PROJECT ENGINEER: J. Sanon
CONSULTANT: Kimley-Horn and Associates
CONTRACTOR: TLC Diversified, Inc. (at Pump Station A-7 only). Other locations Murray Logan Construction, Inc.

PROJECT LOCATION: A-7 South County Road and Island Road, D-14 Mediterranean Way, D-8

CURRENT ACTIVITIES

Construction began at D-14 beginning with the placement of the temporary tank. D-8 station on hold until North Ocean Boulevard is opened to 2 lanes to minimize traffic impact.

WHAT'S COMING UP

Construction ongoing and is scheduled to be completed by December 2015.

SCHEDULE

	Begin Activity	Activity Complete
Design	8/28/2014	4/31/2015
Procurement/Council	5/1/2015	6/30/2015
Pre-Construction	6/30/2015	9/24/2015
Construction	9/24/2015	12/11/2015
Hold (D-8 Station)	9/24/2015	11/1/2015

BUDGET

Current
$309,000
Amendments
$0
Spent to Date
$28,293
Remaining
$280,707

CES CONSULTANTS, INC. **Program Manager**

Information as of 10/21/2015

8.2 STORMWATER PUMP STATION IMPROVEMENT ASSESSMENT

PROJECT DESCRIPTION: Comprehensive program to inspect and have a pump station analysis of all existing pump stations performed to determine the deficiencies which will be rated and prioritized and corrected as necessary, in order to develop an Asset Management Program.

PROJECT ENGINEER: J. Sanon
CONSULTANT: Mock, Roos and Associates
CONTRACTOR: TBD
PROJECT LOCATION: Town wide pump station

CURRENT ACTIVITIES

Consultant continuing to review each pump station with staff to complete assessment. Consultant continuing to investigate and evaluate deficiencies in each pump station and develop prioritization and recommendations to address.

WHAT'S COMING UP

Deliverable to be submitted for review. Once completed, the recommended improvements will be prioritized and included in the Town's Comprehensive Asset Management Program.

SCHEDULE

	Begin Activity	Activity Complete
Design	TBD	TBD
Procurement/Council	TBD	TBD
Pre-Construction	TBD	TBD
Construction	TBD	TBD
Hold	TBD	TBD

BUDGET

Current	$22,000
Amendments	**$0**
Spent to Date	**$8,181**
Remaining	$13,819

CES CONSULTANTS, INC. **Program Manager**

Information as of 10/21/2015

9. MIDTOWN DRAINAGE IMPROVEMENTS

PROJECT DESCRIPTION: The Midtown block of Worth Avenue is currently a collection of small sized pipes used for drainage. This project will construct a properly designed drainage collection system and rebuild the roadway surface.

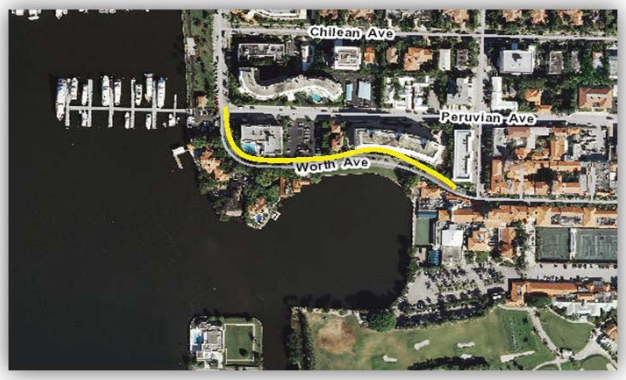
PROJECT ENGINEER: B. Francis (Planning)
CONSULTANT: Kimley-Horn and Associates
CONTRACTOR: TBD
PROJECT LOCATION: 400 Block Worth Avenue / Midtown

CURRENT ACTIVITIES

The project will combine the D-6 & D-7 Drainage Basin Interconnect, 400 Worth Avenue project and will be renamed the "Mid Town Drainage Improvements". Kimley-Horn and Associates has submitted a proposal for the Preliminary Design Services.

WHAT'S COMING UP

Construction is scheduled for May 2016.



SCHEDULE

	Begin Activity	Activity Complete
Planning	11/30/2015	2/29/2016
Design	4/29/2016	9/30/2016
Procurement/Council	TBD	TBD
Pre-Construction	TBD	TBD
Construction	5/1/2017	10/31/2017
Hold	TBD	TBD

BUDGET

Current
$1,250,000
Amendments
$0
Spent to Date
$0
Remaining
$1,250,000

CES Program Manager

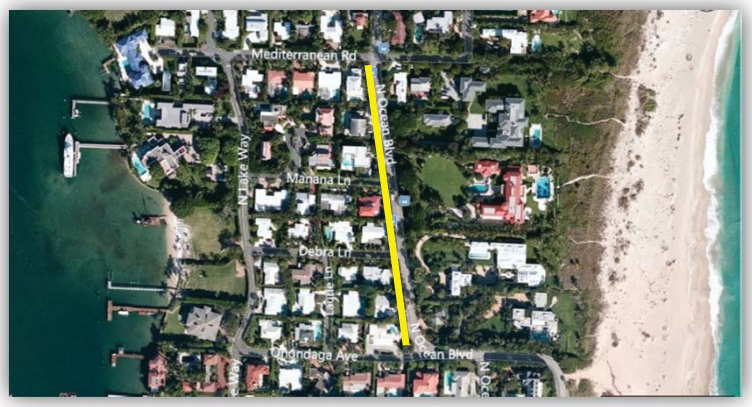
Information as of 10/21/2015

10. D-2 TO D-9 DRAINAGE BASIN INTERCONNECT

PROJECT DESCRIPTION: Approximately 10 years ago, the Town conducted a study to upgrade the Town's stormwater pump stations. A proposed D-1 station, to be located on North Ocean Boulevard at the Palm Beach Inlet was recommended. The D-9 station was upsized as large as the site would allow, but does not accommodate all of the expected flows. The new D-2 station was upsized to be able to take some of the water from the D-9 basin. An interconnect line is to run along North Ocean Boulevard between Mediterranean Road and Onondaga Avenue, then along Onondaga Avenue to North Lake Way.

PROJECT ENGINEER: B. Francis (Planning)
CONSULTANT: TBD
CONTRACTOR: TBD
PROJECT LOCATION: See the Project Description

CURRENT ACTIVITIES	WHAT'S COMING UP
None.	Study to commence in Fall 2015.



SCHEDULE	Begin Activity	Activity Complete
Design	TBD	TBD
Procurement/Council	TBD	TBD
Pre-Construction	TBD	TBD
Construction	TBD	TBD
Hold	TBD	TBD

BUDGET
Current
$1,000,000
Amendments
$0
Spent to Date
$0
Remaining
$1,000,000

CES CONSULTANTS, INC. **Program Manager**

Information as of 10/21/2015

12. NORTH OCEAN BOULEVARD SEAWALL

PROJECT DESCRIPTION: Construction of a new seawall and utility improvements in the maintenance right-of-way of North Ocean Boulevard

PROJECT ENGINEER: J. Sanon
CONSULTANT: Kimley-Horn and Associates
CONTRACTOR: Burkhardt Construction, Inc.
PROJECT LOCATION: North Ocean Boulevard East of Palm Beach Country Club

CURRENT ACTIVITIES

The sheet piling installation is completed. The sea wall cap and the tie-in back installations are nearing completion. Currently working on completing the drainage for the area and the restoration of the road.

WHAT'S COMING UP

Completion of the drainage work and road to reopen with traffic in both directions.

SCHEDULE

	Begin Activity	Activity Complete
Design	Previous Phase	
Procurement/Council	11/1/2014	1/15/2015
Pre-Construction	1/16/2015	4/30/2015
Construction	5/1/2015	2/28/2016
Hold	5/15/2014	10/31/2014

BUDGET

Current	$6,614,406
Amendments	**$0**
Spent to Date	**$2,465,559**
Remaining	$4,148,848

CES CONSULTANTS, INC. Program Manager

Information as of 10/21/2015

13. OCEAN OUTFALL ABANDONMENTS

PROJECT DESCRIPTION: As part of the Beach Management Agreement (BMA), the Town inventoried the location of both public and private outfalls, and funded either full or partial removal of all discharges to the Atlantic Ocean. A good portion of these are included in the North Ocean Seawall project. The current budget shown is for the remaining future ocean outfalls abandonment.

PROJECT ENGINEER: B. Francis (Planning)
CONSULTANT: TBD
CONTRACTOR: TBD
PROJECT LOCATION: Various locations through the Island

CURRENT ACTIVITIES

None

WHAT'S COMING UP

Assessment of the remaining outfalls to be closed.

SCHEDULE

	Begin Activity	Activity Complete
Design	N/A	N/A
Procurement/Council	11/1/2014	1/15/2015
Pre-Construction	TBD	TBD
Construction	TBD	TBD
Hold	N/A	N/A

BUDGET

Current
$1,192,500
Amendments
$0
Spent to Date
$0
Remaining
$1,192,500

CES CONSULTANTS, INC. **Program Manager**

Information as of 10/21/2015

14. COASTAL STRUCTURAL IMPROVEMENTS

PROJECT DESCRIPTION: Various Coastal improvements including but not limited to groins, revetments, bulkheads, and seawalls.

PROJECT ENGINEER: B. Francis
CONSULTANT: TBD
CONTRACTOR: TBD
PROJECT LOCATION: Various locations through the Island

CURRENT ACTIVITIES

As design and permitting work continues, the procurement for construction is on hold until further notice.

WHAT'S COMING UP

On- hold until further notice.

SCHEDULE

	Begin Activity	Activity Complete
Design	TBD	TBD
Procurement/Council	TBD	TBD
Pre-Construction	TBD	TBD
Construction	TBD	TBD
Hold	1/1/2015	12/31/2016

BUDGET

Current
$6,300,000
Amendments
$0
Spent to Date
$0
Remaining
$6,300,000

CES CONSULTANTS, INC. Program Manager

Information as of 10/21/2015

14.1. GROIN IMPROVEMENTS AND REACH 3 REHABILITATION

PROJECT DESCRIPTION: Rehabilitation of at least 93 groins along the shoreline between Reaches 2 and 6.

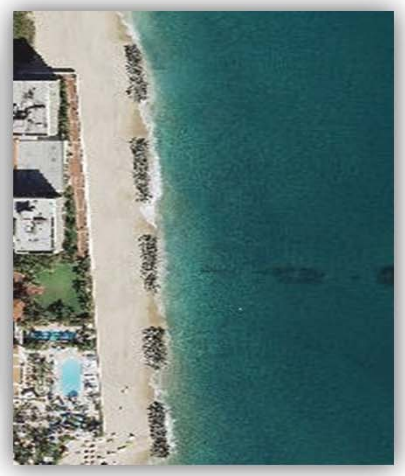
PROJECT ENGINEER: J. Sanon
CONSULTANT: TBD
CONTRACTOR: TBD
PROJECT LOCATION: Ocean

CURRENT ACTIVITIES

As design and permitting work continues, the procurement for construction is on hold until further notice.

WHAT'S COMING UP

On- hold until further notice.



SCHEDULE

	Begin Activity	Activity Complete
Design	TBD	TBD
Procurement/Council	TBD	TBD
Pre-Construction	TBD	TBD
Construction	TBD	TBD
Hold	1/1/2015	12/31/2015

BUDGET

Current
TBD
Amendments
$0
Spent to Date
$0
Remaining
TBD

CES CONSULTANTS, INC. Program Manager

Information as of 10/21/2015

15. NORTH FIRE STATION - EMERGENCY GENERATOR REPLACEMENT

PROJECT DESCRIPTION: Replace the existing generator at the North Fire Station.

PROJECT ENGINEER: J. Sanon
CONSULTANT: Chen Moore and Associates
CONTRACTOR: TLC Diversified, Inc.
PROJECT LOCATION: North Fire Station - North County Road and Wells Road

CURRENT ACTIVITIES

Waiting for the delivery of the generator and associated materials. Once received, the work can commence.

WHAT'S COMING UP

Receive materials and begin work. Work will not impact traffic.

SCHEDULE

	Begin Activity	Activity Complete
Design	8/28/2014	2/28/2015
Procurement/Council	5/1/2015	8/5/2015
Pre-Construction	7/15/2015	11/21/2015
Construction	11/15/2015	2/15/2016
Hold	N/A	N/A

BUDGET

Current
$239,380
Amendments
$0
Spent to Date
$18,208
Remaining
$221,173

CES CONSULTANTS, INC. **Program Manager**

Information as of 10/21/2015

17. LANDFILL/ FACILITY IMPROVEMENTS

PROJECT DESCRIPTION: Improvements to the landfills including replacement of an existing structure at the Skees Road site, new access roads at the Okeechobee Road site, and landscaping for both sites.

PROJECT ENGINEER: B. Francis (Planning)

CONSULTANT: TBD

CONTRACTOR: TBD

PROJECT LOCATION: Town-owned and operated landfills

CURRENT ACTIVITIES

The project currently identified for this program as Public Works Maintenance Bay (see Public Works Maintenance Bay project sheet). This project is completed.

WHAT'S COMING UP

Commence with planning of landfill projects.

SCHEDULE

	Begin Activity	Activity Complete
Design	1/1/2016	1/1/2017
Procurement/Council	TBD	TBD
Pre-Construction	TBD	TBD
Construction	5/1/2017	10/31/2017
Hold	N/A	N/A

BUDGET

Current
$411,000
Amendments
$0
Spent to Date
$0
Remaining
$411,000

CES CONSULTANTS, INC. **Program Manager**

Information as of 10/22/2015

17.1. PUBLIC WORKS MAINTENANCE BAY

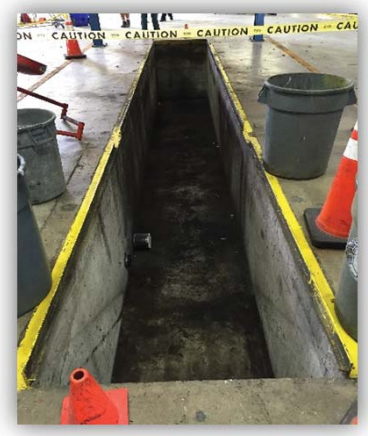
PROJECT DESCRIPTION: Restore the Town's Public Works Maintenance Bay including filling in an existing work pit by covering with a concrete slab.

PROJECT ENGINEER: M. Roach
CONSULTANT: Chen Moore and Associates
CONTRACTOR: TLC Diversified, Inc.
PROJECT LOCATION: Public Works Facility

CURRENT ACTIVITIES

The Project is complete.

WHAT'S COMING UP



SCHEDULE

	Begin Activity	Activity Complete
Design		11/7/2014
Procurement/Council	3/12/2015	3/24/2015
Pre-Construction	3/27/2015	3/27/2015
Construction	5/4/2015	5/12/2015
Hold	N/A	N/A

BUDGET

Current
$10,154
Amendments
$0
Spent to Date
$10,152
Remaining
$2

CES CONSULTANTS, INC. **Program Manager**

Information as of 10/21/2015

18. MEMORIAL FOUNTAIN RESTORATION

PROJECT DESCRIPTION: Restoration of the Fountain.

PROJECT ENGINEER: M. Roach
CONSULTANT: Kimley-Horn and Associates
CONTRACTOR: Burkhardt Construction, Inc.
PROJECT LOCATION: Palm Beach Town Hall Square

CURRENT ACTIVITIES

Project is complete.

WHAT'S COMING UP

SCHEDULE

	Begin Activity	Activity Complete
Design		
Procurement/Council	7/1/2014	9/30/2014
Pre-Construction	10/1/2014	1/31/2015
Construction	1/19/2015	7/17/2015
Hold	N/A	N/A

BUDGET

Current
$1,782,804
Amendments
$0
Spent to Date
$1,596,869
Remaining
$185,935

CES CONSULTANTS, INC. **Program Manager**

Information as of 10/21/2015

19. TOWN HALL SQUARE

PROJECT DESCRIPTION:

Perform streetscape and infrastructure improvements on South County Road between Chilean Avene and Brazilian Avenue including installing new landscape, new street lighting, parking improvements, and tabby sidewalks.

PROJECT ENGINEER: M. Roach
CONSULTANT: Kimley-Horn and Associates
CONTRACTOR: Burkhardt Construction, Inc.
PROJECT LOCATION: Town Hall Square

CURRENT ACTIVITIES

Phase 2A has commenced and is scheduled to be completed 1/31/16. Phase 2A consists of all work within the park limits.

WHAT'S COMING UP

Phase 2B is scheduled to commence 5/1/16 and be completed by 10/31/16, or sooner. Phase 2B consists of the remainder of the work outside the park limits including drainage sidewalk, landscaping, and milling and resurfacing.

SCHEDULE

	Begin Activity	Activity Complete
Design	10/5/2014	10/4/2015
Procurement/Council	7/5/2015	9/30/2015
Pre-Construction	9/23/2015	10/1/2015
Construction	10/1/2015	10/31/2016
Hold	TBD	TBD

BUDGET

Current	$6,082,480
Amendments	**$0**
Spent to Date	**$591,162**
Remaining	$5,491,318

CES CONSULTANTS, INC. Program Manager

Information as of 10/21/2015

20. ACIP PHASING PLAN

PROJECT DESCRIPTION: Review of the ACIP Program to coordinate and prioritized projects to ensure proper sequencing occurs.

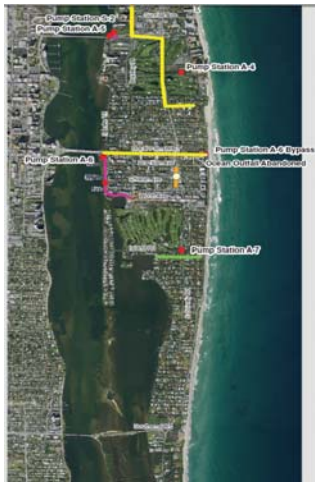
PROJECT ENGINEER: B. Francis
CONSULTANT: Kimley-Horn and Associates
CONTRACTOR: TBD
PROJECT LOCATION: Various locations through the Island

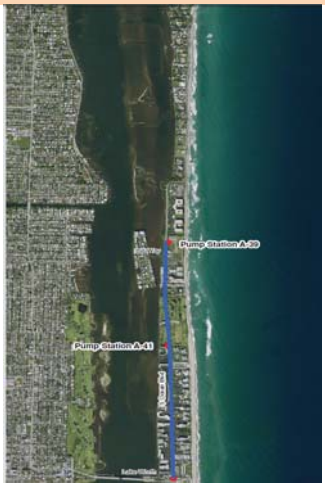
CURRENT ACTIVITIES

The Town is utilizing an outside consulting firm to ensure proper sequencing of projects while maintaining functionality.

WHAT'S COMING UP

Program is an ongoing effort.





SCHEDULE

	Begin Activity	Activity Complete
Design	1/1/2014	TBD
Procurement/Council	N/A	N/A
Pre-Construction	N/A	N/A
Construction	N/A	N/A
Hold	N/A	N/A

BUDGET

Current
$27,500
Amendments
$0
Spent to Date
$0
Remaining
$27,500

CES CONSULTANTS, INC. Program Manager

Information as of 10/21/2015

23. MAST ARM REPLACEMENTS/ UPGRADES

PROJECT DESCRIPTION: Replace the existing traffic signal poles and controls with decorative poles that meet the current wind load standards.

PROJECT ENGINEER: M. Roach
CONSULTANT: Kimley-Horn and Associates
CONTRACTOR: TBD
PROJECT LOCATION: Sunrise Avenue & Bradley Place, Sunrise Avenue & North County Road, Sunset Avenue & North County Road, Clarke Avenue & Cocoanut Row, and Seabreeze Avenue & Cocoanut Row Intersections

CURRENT ACTIVITIES

Finalizing design for Sunrise Avenue and Sunset Avenue intersections.

WHAT'S COMING UP

Consultant to finalize the plans for the Sunrise Avenue & Bradley Place, Sunrise Avenue and South County Road, and Sunset Avenue and South County Road intersections in November. Construction is scheduled for May 2016. Complete design for Cocoanut Row intersections.

SCHEDULE

	Begin Activity	Activity Complete
Design	6/23/2014	10/31/2015
Procurement/Council	11/22/2015	2/9/2016
Pre-Construction	2/15/2016	4/30/2016
Construction	5/1/2016	10/31/2017
Hold		

BUDGET

Current
$2,362,500
Amendments
$0
Spent to Date
$84,482
Remaining
$2,278,018

CES CONSULTANTS, INC. Program Manager

Information as of 10/21/2015

24. BRADLEY PARK IMPROVEMENTS (FOUNTAIN)

PROJECT DESCRIPTION: Replace and relocate the existing Bradley Park Fountain.

PROJECT ENGINEER: B. Francis (Planning)
CONSULTANT: TBD
CONTRACTOR: TBD
PROJECT LOCATION: Bradley Park

CURRENT ACTIVITIES

On hold until Flagler Bridge is completed.

WHAT'S COMING UP

On-hold.

SCHEDULE

	Begin Activity	Activity Complete
Design	TBD	TBD
Procurement/Council	TBD	TBD
Pre-Construction	TBD	TBD
Construction	TBD	TBD
Hold	TBD	TBD

BUDGET

Current
$225,000
Amendments
$0
Spent to Date
$0
Remaining
$225,000

CES CONSULTANTS, INC. Program Manager

Information as of 10/21/2015

26. STREET LIGHTING REPLACEMENTS

PROJECT DESCRIPTION: Replace existing street light poles and fixtures that were not replaced in the Phase 1 Street Lighting project.

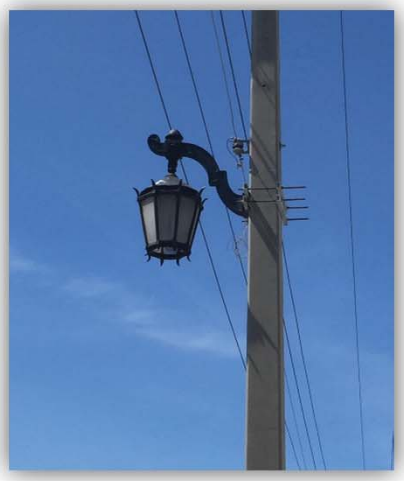
PROJECT ENGINEER: M. Roach
CONSULTANT: Mock, Roos and Associates
CONTRACTOR: TBD
PROJECT LOCATION: Various locations through the Island

CURRENT ACTIVITIES

Design is complete.

WHAT'S COMING UP

Construction is scheduled for May 2016.



SCHEDULE

	Begin Activity	Activity Complete
Design	10/1/2014	9/30/2015
Procurement/Council	11/22/2015	2/9/2016
Pre-Construction	2/15/2016	4/30/2016
Construction	5/1/2016	10/30/2017
Hold		

BUDGET

Current	$1,650,000
Amendments	**$0**
Spent to Date	**$105,055**
Remaining	$1,544,945

CES CONSULTANTS, INC. Program Manager

Information as of 10/21/2015

27. STREET LIGHTING UPGRADES - S. OCEAN BLVD, SLOAN'S CURVE TO LAKE AVE

PROJECT DESCRIPTION: Replace the existing cobra head lighting system with decorative street light poles and fixtures on South Ocean Boulevard, from Sloan's Curve to Lake Worth Road. A new underground conduit and wire system is being considered as well.

PROJECT ENGINEER: M. Roach
CONSULTANT: TBD
CONTRACTOR: TBD
PROJECT LOCATION: South Ocean Boulevard from Sloan's Curve to Lake Worth Road

CURRENT ACTIVITIES

Project on-hold pending Island-wide undergrounding project.

WHAT'S COMING UP

Development of Island-wide undergrounding schedule.

SCHEDULE

	Begin Activity	Activity Complete
Design	TBD	TBD
Procurement/Council	TBD	TBD
Pre-Construction	TBD	TBD
Construction	TBD	TBD
Hold	1/1/2015	TBD

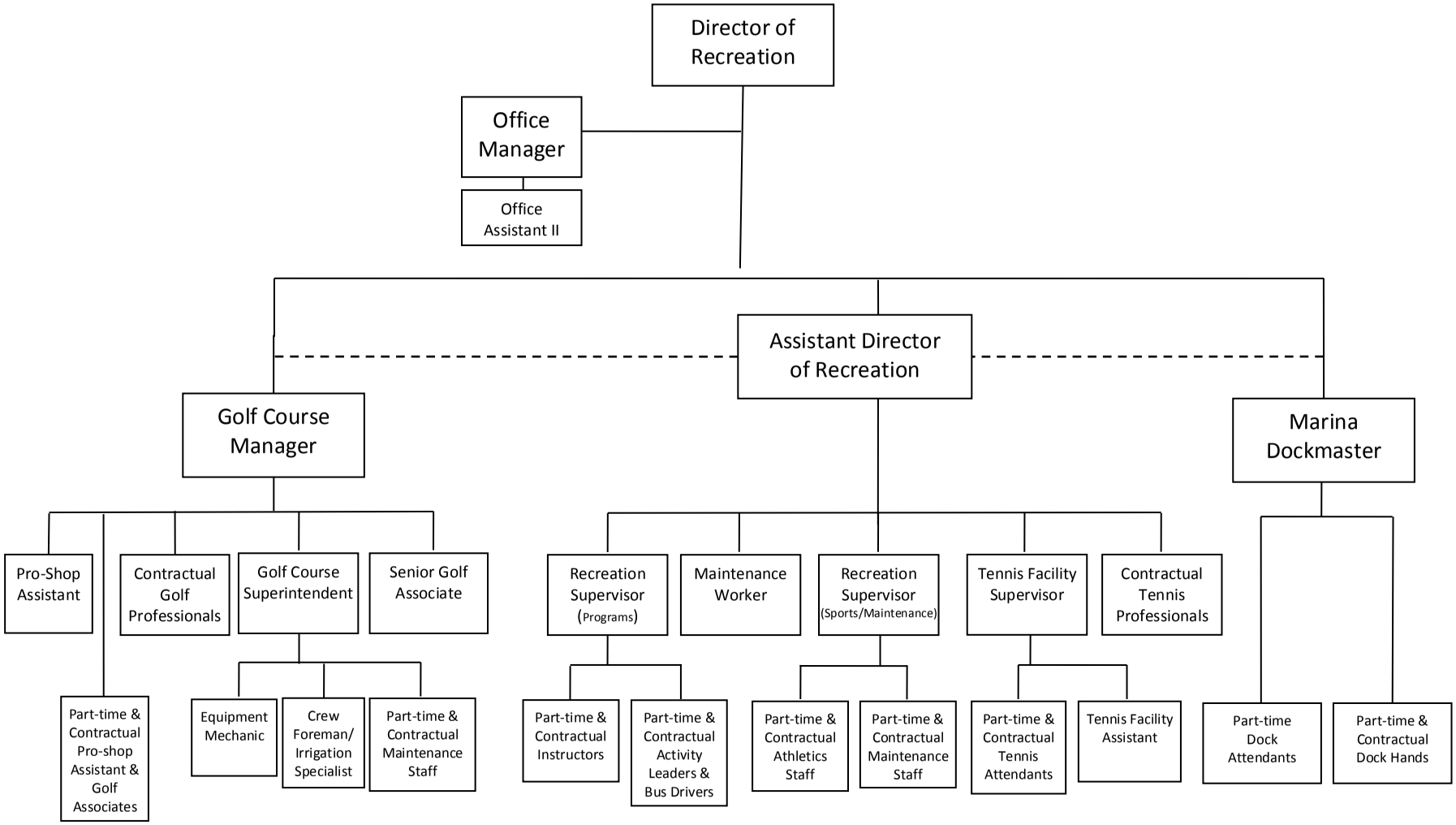
BUDGET

Current
$2,500,000
Amendments
$0
Spent to Date
$0
Remaining
$2,500,000

CES CONSULTANTS, INC. Program Manager

Information as of 10/22/2015

Recreation Enterprise Fund


Director of Recreation
Office Manager
Office Assistant II
Assistant Director of Recreation
Golf Course Manager
Marina Dockmaster
Pro-Shop Assistant
Contractual Golf Professionals
Golf Course Superintendent
Senior Golf Associate
Part-time & Contractual Pro-shop Assistant & Golf Associates
Equipment Mechanic
Crew Foreman/ Irrigation Specialist
Part-time & Contractual Maintenance Staff
Recreation Supervisor (Programs)
Maintenance Worker
Recreation Supervisor (Sports/Maintenance)
Tennis Facility Supervisor
Contractual Tennis Professionals
Part-time & Contractual Instructors
Part-time & Contractual Activity Leaders & Bus Drivers
Part-time & Contractual Athletics Staff
Part-time & Contractual Maintenance Staff
Part-time & Contractual Tennis Attendants
Tennis Facility Assistant
Part-time Dock Attendants
Part-time & Contractual Dock Hands

Recreation Enterprise Fund FY2016 Goals

Recreation Department Goal #1: Enhance quality of maintenance of the Par 3 Golf Course Clubhouse, greens and fairways

OBJECTIVES:

- Re-evaluate and implement enhanced best practices maintenance procedures and create a plan for sustaining the improvements
- Improve training of staff in preventative maintenance tasks
- Ensure maintenance practices have a positive effect on the surrounding environment while providing a superior golfing experience

Recreation Department Goal #2: Implement staff training opportunities focusing on customer service at all recreation facilities

OBJECTIVES:

- Assess and implement enhanced in-service employee trainings
- Conduct additional staff training for front line staff
- Continue to execute standard orientation for instructors and employees
- Provide additional direct supervision by the program and facility supervisors

Recreation Department Goal #3: Increase occupancy levels at the Town Docks

OBJECTIVES:

- Develop and implement strategies to promote transient slip availability
- Develop and implement strategies to upgrade regular transients to annual or seasonal leases
- Develop and implement strategies to upgrade current seasonal leaseholders to annual leases

Recreation Department Goal #4: Increase participation and revenue at the Recreation Center and Tennis Centers

OBJECTIVES:

- Develop and implement marketing strategies for increasing participation
- Create new and/or enhanced youth and adult programs
- Develop additional program variety

Recreation Department Goal #5: Implement new registration software at the Town Docks

OBJECTIVES:

- Identify software options
- Work with vendor to address dock specific needs
- Train staff

RECREATION ENTERPRISE FUND - 403

The goal of the Recreation Department is to provide outstanding recreational opportunities, excellent customer service, and safe, well-maintained facilities at the Town Docks, Palm Beach Par 3 Golf Course, Seaview Park and Phipps Ocean Park Tennis Centers, and the Recreation Center.

Revenue and Expense Summary

	FY2013 Actual	FY2014 Actual	FY2015 Budget	FY2015 Projected	FY2016 Budget	% Change
Revenues						
Marina	3,030,963	3,324,162	3,326,400	3,342,573	3,428,800	3.08%
Par 3	993,487	1,422,416	1,361,000	1,582,800	1,684,700	23.78%
Tennis	201,353	201,429	208,300	208,600	214,500	2.98%
Recreation Center	331,287	338,673	357,700	346,800	365,000	2.04%
Investment Earnings	(366)	6,379	6,400	6,400	6,400	0.00%
Miscellaneous Revenue	1,836,770	-	-	-	-	0.00%
TOTALS	6,393,494	5,293,059	5,259,800	5,487,173	5,699,400	8.36%
Expenses						
Salaries and Wages	1,223,502	1,230,534	1,330,642	1,232,641	1,354,113	1.76%
Employee Benefits	471,991	535,972	540,897	542,098	589,342	8.96%
Contractual	1,084,435	1,282,194	1,333,375	1,361,300	1,400,150	5.01%
Commodities	222,596	268,987	286,531	307,700	341,550	19.20%
Capital Equipment	4,150	5,667	99,500	100,265	163,100	63.92%
Other	-	-	-	-	-	0.00%
TOTALS	3,006,674	3,323,354	3,590,945	3,544,004	3,848,255	7.17%
Operating Revenues Over/(Under) Expenses	3,386,820	1,969,705	1,668,855	1,943,169	1,851,145	
Capital Expenses	(119,364)	(74,486)	(361,037)	(172,548)	-	
Depreciation	(647,012)	(712,459)	(725,182)	(725,182)	(834,000)	
Gain/(Loss) on disposal of fixed assets	(1,500)	(2,000)	-	-	-	
Tranfer from 2013 Bond Fund	-	1,250,000	-	-	-	
Transfer to General Fund	(885,000)	(885,000)	(885,000)	(885,000)	(785,000)	
Transfer to Debt Service	(128,000)	(157,300)	(202,200)	(202,200)	(204,100)	
Contingency	-	-	(272,100)	-	(285,300)	
TOTAL REVENUES OVER/(UNDER) EXPENSES	1,605,944	1,388,460	(776,664)	(41,761)	(257,255)	

	FY2013	FY2014	FY2015	FY2016
Full Time Equivalent Employees	25.798	26.708	26.043	27.546

Change in FTEs:

- Full-time employee modifications
  - Reallocation of Public Works employees
  - +.1 Director of Recreation (was allocated to Town Managers Office as Director of Special Projects)
  - +1.0 Crew Foreman/Irrigation Specialist at Par 3 Golf Course
- Increase in various part-time and temporary positions

PROGRAM: MARINA

Located at Lake Drive Park, the Town Marina has three main docks with a total of 88 slips. Slips are leased annually, seasonally, monthly, or daily. The docks provide berthing for power and sail yachts up to 260' in length.

The marina property offers a variety of amenities - three dock buildings, a waste oil collection site, electrical service panels for all vessels, fresh water, WiFi, cable TV and telephone services, Captain's lounge and showers, sewage pump-out systems, and 24/7 security with surveillance cameras.

The Dockmaster is responsible for daily operations, supervision of employees (Town and contractual), slip assignments, safety, and the collection of revenues in accordance with established policies.

Revenue and Expense Summary

	FY2013 Actual	FY2014 Actual	FY2015 Budget	FY2015 Projected	FY2016 Budget	% Change
Revenues						
Annual Leases	2,270,460	2,454,928	2,499,000	2,436,846	2,530,100	1.24%
Seasonal Leases	274,518	234,509	254,800	289,613	289,800	13.74%
Transient Rental	373,143	479,935	468,000	473,769	465,200	-0.60%
Electricity	106,492	127,815	95,000	128,545	132,400	39.37%
Waiting List Applic Fee	2,300	2,000	500	3,400	2,000	300.00%
Ice Sales	379	445	300	700	1,000	233.33%
Interest on Dock Replacement Reserve	2,206	8,236	8,000	7,500	7,500	-6.25%
Sales Tax Commissions	587	230	400	200	400	0.00%
Miscellaneous Revenue	878	16,064	400	2,000	400	0.00%
TOTALS	3,030,963	3,324,162	3,326,400	3,342,573	3,428,800	3.08%
Expenses						
Salaries and Wages	152,704	141,855	149,923	149,923	180,981	20.72%
Employee Benefits	63,989	73,184	52,688	52,699	74,198	40.83%
Contractual	589,755	646,154	705,311	698,100	691,950	-1.89%
Commodities	9,249	6,048	11,900	11,400	12,050	1.26%
Capital Outlay	-	-	-	-	-	0.00%
Depreciation	-	-	-	-	-	0.00%
Other	-	-	-	-	-	0.00%
TOTALS	815,697	867,241	919,822	912,122	959,179	4.28%
Operating Revenues Over/(Under) Expenses	2,215,266	2,456,921	2,406,578	2,430,451	2,469,621	

Revenue

Annual Leases:
This category represents revenue from vessels under an annual lease at the Town Docks. Increase is due to proposed fee increases and additional business.

Seasonal Leases:
This category represents revenue from vessels under a seasonal lease at the Town Docks. Increase is due to proposed fee increases and additional business.

Transient Rental:
This category represents revenue from transient vessels (those staying on a daily or monthly rate without a long term lease). No appreciable change.

Electricity:
Use of electricity by dock customers over the 100 amp service included in contracts. Increase is due to underestimation in FY15.

Waiting List Application Fee:
This category represents the $100 application fee to be on the waiting list for annual or seasonal leases.

Ice Sales:
Bags of ice are available for purchase at the Town docks. Increase is due to underestimation in FY15.

Sales Tax Commissions:
Discount received from the State of Florida for timely filing and payment of sales tax.
No change.

Miscellaneous Revenue:
No change.

Expenses

Salaries and Wages:
The proposed budget for salaries and wages includes performance based merit pay increases. Increase is due to relying more on part-time temporary staff support and less on contractual employees, anticipated retirement buyout and an unexpected adjustment to group insurance estimates.

Employee Benefits:
Employee benefit costs include the health insurance program and the hybrid pension plan.

Contractual:
Decrease due to the anticipated reduction on the reliance of contractual employees.

Commodities:
No appreciable change.

Full Time Equivalent Employees	FY2012	FY2013	FY2014	FY2015	FY2016
Assistant Director	0.500	-	-	-	-
Dockmaster	1.000	1.000	1.000	1.000	1.000
Seasonal Dock Attendant	2.120	1.500	1.500	1.500	1.836
Dock Hand	-	0.645	0.850	0.215	0.200
Public Works Employees	0.150	0.130	0.131	0.132	0.131
	3.770	3.275	3.481	2.847	3.167

Town Docks Fiscal Year 2015 Accomplishments
❖ Estimated* Operating Cost Recovery of 389.5% exceeds goal (350%)
❖ Upgraded security systems and procedures
❖ Achieved 100% annual/seasonal occupancy

*FY2015 Operating Cost Recovery results are estimated as of October 9, 2015 postings

Fiscal Year 2016 Goals and Performance Measures

Recreation Department Goal #2: Implement staff training opportunities focusing on customer service at all recreation facilities

OBJECTIVES:

- **Assess and implement enhanced in-service employee trainings**
- **Conduct additional staff training for front line staff**
- **Continue to execute standard orientation for instructors and employees**
- **Provide additional direct supervision by the program and facility supervisors**

Performance Measures	
Effectiveness/Output Measures:	**Projected FY16**
Conduct customer service trainings	Ongoing – with next In-service conducted by November 15, 2015
Conduct orientation for instructors and employees	Ongoing
Provide more direct supervision by supervisors	Ongoing

Recreation Department Goal #3: Increase occupancy levels at the Town Docks

OBJECTIVES:

- **Develop and implement strategies to promote transient slip availability**
- **Develop and implement strategies to upgrade regular transients to annual or seasonal leases**
- **Develop and implement strategies to upgrade current seasonal leaseholders to annual leases**

Performance Measures					
Effectiveness/Output Measures:	**Actual FY12**	**Actual FY13**	**Actual FY14**	**Actual FY15**	**Projected FY16**
Annual and Seasonal Occupancy	93% (77/83)	92% (76/83)	98% (81/83)	100% (83/83)	100% (83/83)
Annual Occupancy	83% (69)	82% (68)	84% (70)	87% (72)	88% (73)
Lease Retention	78%	71%	78%	83%	84%
Total Transient Vessels	396	318	385	356	370
Total Transient Nights	1,553	1,803	2,059	1,921	1,990
Transient Average Nights of Stay	3.92	5.67	5.35	5.40	5.50

Recreation Department Goal #5: Implement new registration software at the Town Docks

OBJECTIVES:

- **Identify software options**
- **Work with vendor to address dock specific needs**
- **Train staff**

Performance Measures	
Effectiveness/Output Measures:	**Projected FY16**
Train staff	Training conducted immediately upon installation

Town Docks Productivity Measures

Effectiveness/Output Measures:	Actual FY12	Actual FY13	Actual FY14	Actual FY15	Projected FY16
Operating Cost Recovery	365%	367%	386%	389.5%*	350%

*FY2015 Operating Cost Recovery results are estimated as of October 9, 2015 postings

PROGRAM: GOLF COURSE

The Par 3 Golf Course is a scenic and challenging facility, featuring holes which range up to 211 yards. The new clubhouse, which opened in January 2014, offers a full-service pro shop and food and beverage services. There is a staff of qualified PGA instructors who conduct adult and junior clinics and private lessons. The Par 3 hosts outings, tournaments, and league play. The maintenance building is located on the west side of South Ocean Blvd.

The Golf Course Manager is responsible for daily supervision of the golf course with the assistance of the Superintendent and a variety of full, part-time and contractual labor service employees. The Manager also administers the golf instruction services contract.

The Golf Course has two reserves for maintenance and improvement. One is for the golf course and is funded via a small charge added to each round of play. The other reserve is for the clubhouse and is funded with one half of the profits of the golf course, annually.

Revenue and Expense Summary

	FY2013 Actual	FY2014 Actual	FY2015 Budget	FY2015 Projected	FY2016 Budget	% Change
Revenues						
Golf Teaching Services	28,292	30,748	28,000	30,000	30,900	10.36%
Resident Pass Fees	18,654	20,279	20,000	18,000	19,000	-5.00%
Non-resident Pass Fees	6,250	4,469	6,500	10,500	8,000	23.08%
12 Play Pass - Regular Rate	9,612	2,990	10,000	5,200	5,200	-48.00%
12 Play Pass - Guest/Hotel Rate	4,320	3,300	4,500	500	500	-88.89%
12 Play Pass - Resident Rate	4,610	4,080	7,000	9,100	10,000	42.86%
Greens Fees - Regular Rate	317,059	424,078	340,000	440,000	480,000	41.18%
Greens Fees - Guest/Hotel Rate	55,057	69,763	50,000	40,000	42,800	-14.40%
Greens Fees - Resident Rate	89,568	130,489	162,000	129,200	140,000	-13.58%
Merchandise Sales	69,565	141,321	125,000	162,000	180,000	44.00%
Food and Beverage Sales	21,687	156,735	200,000	280,000	292,000	46.00%
Riding Cart Rental	141,273	169,714	139,000	175,000	185,000	33.09%
Pull Cart Rental	22,127	27,440	25,000	30,000	31,000	24.00%
Club Rentals	29,127	39,738	30,000	39,000	40,000	33.33%
Driving Range	73,547	81,045	95,700	80,000	81,000	-15.36%
Driving Range - 10 bucket program	8,680	12,360	10,000	15,000	15,500	55.00%
Programs and Special Events	11,643	30,668	12,000	13,500	14,000	16.67%
Golf Pro Administrative Fee	-	-	-	9,000	12,000	100.00%
Golf Outings	21,262	801	25,000	22,500	23,000	-8.00%
Gift Certificates Sold	1,837	4,122	-	4,600	4,300	100.00%
Maint. And Improvement Fee	50,237	66,877	69,500	69,500	70,200	1.01%
Sales Tax Commission	60	330	300	200	300	0.00%
Vending Machine Commission	1,520	1,205	-	-	-	0.00%
Interest Income - Par 3 Renovation						0.00%
2013 Bond Proceeds	-					0.00%
Miscellaneous Revenue	7,500	(136)	1,500	-	-	-100.00%
TOTALS	993,487	1,422,416	1,361,000	1,582,800	1,684,700	23.78%

Revenue and Expense Summary

	FY2013 Actual	FY2014 Actual	FY2015 Budget	FY2015 Projected	FY2016 Budget	% Change
Expenses						
Salaries and Wages	355,688	360,236	393,469	360,141	410,901	4.43%
Employee Benefits	144,984	141,147	169,334	169,983	191,683	13.20%
Contractual	275,850	398,087	358,700	390,000	425,100	18.51%
Commodities	169,077	221,995	204,895	236,900	259,500	26.65%
Capital Outlay	-	-	35,000	37,865	-	-100.00%
Depreciation	-	-	-	-	-	0.00%
Other	-	-	-	-	-	0.00%
TOTALS	945,599	1,121,465	1,161,398	1,194,889	1,287,184	10.83%
Operating Revenues Over/(Under) Expenses	47,888	300,951	199,602	387,911	397,516	

Revenue

Golf Teaching Services:
Percentage of lesson fees taught by contracted Golf Pros. Increase is from anticipated growth in lessons and fees increases.

Resident Pass Fees:
Fee paid by resident for annual pass. Decrease is due to overestimation of anticipated revenue in FY15.

Nonresident Pass Fees:
Fee paid by non-resident for annual pass. Increase is from anticipated growth in play and proposed fee increases.

12 Play Pass – Regular Rate:
Fee paid for 12 play multi use pass by nonresident. Decrease is due to overestimation of anticipated revenue in FY15.

12 Play Pass – Guest/Hotel Rate:
Fee paid for 12 play multi use pass by guest of resident or guest at partner hotel. Decrease is due to overestimation of anticipated revenue in FY15.

12 Play Pass – Resident Rate:
Fee paid for 12 play multi use pass by Palm Beach Resident. Increase is due to underestimation of anticipated revenue in FY15.

Greens Fees – Regular Rate:
Fee paid for daily play by non-residents. Increase is from anticipated growth and proposed fee increases in the winter season.

Greens Fees – Guest/Hotel Rate:
Fee paid for daily play by a guest of resident or guest of a partner hotel. Decrease is due to overestimation of anticipated revenue in FY15.

Greens Fees – Resident Rate:
Fee paid for daily play by Palm Beach resident. Decrease is due to overestimation of anticipated revenue in FY15.

Merchandise Sales:
This figure represents revenue for merchandise sales in the pro shop. Increase is due to the continued success of the "gift shop" business model implemented, and increased visits to the golf course.

Food and Beverage Sales:
This figure represents the agreement for a food and beverage contractor. Increase is due to anticipated growth in business at the restaurant.

Riding Cart Rental:
Fee paid for rental of riding cart. Increase due to anticipated growth of participation and underestimation of revenue in FY15.

Pull Cart Rental:
Fee paid for rental of pull cart. Increase due to anticipated growth of participation and underestimation of revenue in FY15.

Club Rentals:
Fee paid for use of Town owned rental clubs. Increase due to anticipated growth in participation and proposed fee increases.

Driving Range:
Fee paid for use of golf balls on driving range. Decrease is due to overestimation of anticipated revenue in FY15.

Driving Range – 10 Bucket Program:
Fee paid for multi-use purchase of tokens for golf range usage. Increase due to anticipated growth of participation and underestimation of revenue in FY15.

Programs and Special Events:
Rate category for special programs and activities. Increase due to additional events offered and anticipated growth in participation.

Golf Pro Administrative Fee:
Fee paid by Golf Pro as part of annual contract agreement (insitituted during FY15).

Golf Outings:
Revenue from pre-arranged golf outings. Decrease is due to overestimation of anticipated revenue in FY15.

Gift Certificates Sold:
This is a pass through account that is offset by an account for gift certificates redeemed. Actual revenue received is reported in accounts where it is spent. (i.e. green fees)

Maintenance and Improvement Fee:
Fee paid per round of golf for maintenance and improvement fund for the golf course. Increase due to anticipated growth in participation.

Sales Tax Commission:
Discount received from the State of Florida for timely filing and payment of sales tax.

Vending Machine Commission:
All vending machine commission revenue. In January 2014, these services were taken over by food and beverage contractor.

Expenses

Salaries and Wages:
The proposed budget for salaries and wages includes performance based merit pay increases. Increase due to proposed addition of a full-time Crew Foreman/Irrigation Specialist.

Employee Benefits:
Employee benefit costs include the health insurance program and the hybrid pension plan. Increase due to proposed addition of a full-time Crew Foreman/Irrigation Specialist.

Contractual:
Increase due to anticipated rise in cost of services and the increased use of contractual employees as the volume of business at the Par 3 continues to rise.

Commodities:
Increase due to anticipated increase in supply costs, particularly in “cost of merchandise sold” to properly supply the pro shop.

Full Time Equivalent Employees	FY2012	FY2013	FY2014	FY2015	FY2016
Golf Manager	1.000	1.000	1.000	1.000	1.000
Golf Course Superintendent	1.000	1.000	1.000	1.000	1.000
Crew Forman/Irrigation Specialist	-	-	-	-	1.000
Golf Course Facility Supervisor	1.000	1.000	1.000	-	-
Golf Course Mechanic	1.000	1.000	1.000	1.000	1.000
Pro-Shop Assistant	-	-	-	1.500	1.610
Senior Golf Associate	-	-	-	1.000	1.000
Equipment Operator	1.150	1.200	0.450	0.500	0.500
Registration Clerk I / PAR 3	1.260	0.694	0.721	-	-
Golf Course Associate	-	-	0.259	1.110	1.257
Golf Course Attendant	0.500	1.225	1.220	0.750	0.750
Public Works Employees	0.140	0.070	0.081	0.081	0.081
	7.050	7.189	6.731	7.941	9.198

Golf Course Fiscal Year 2015 Accomplishments
❖ Estimated* Operating Cost Recovery of 159.6% exceeds goal (110%)
❖ Awards and Recognitions: South Florida PGA Merchandiser of the Year Ranked #4 short course in the country by Golf Channel Recognized by Golf Advisor as one of the top 25 courses in Florida (the only Par 3) Recognized by Trip Advisor with a Certificate of Excellence
❖ Increased outing business by 80%

*FY2015 Operating Cost Recovery results are estimated as of October 9, 2015 postings

Fiscal Year 2016 Goals and Performance Measures

Recreation Department Goal #1: Enhance quality of maintenance of the Par 3 Golf Course Clubhouse, greens and fairways

OBJECTIVES:

- **Re-evaluate and implement enhanced best practices maintenance procedures and create a plan for sustaining the improvements**
- **Improve training of staff in preventative maintenance tasks**
- **Ensure maintenance practices have a positive effect on the surrounding environment while providing a superior golfing experience**

Performance Measures	
Effectiveness/Output Measures:	**Projected FY16**
Re-evaluate current best practices maintenance	Ongoing
Upgrade staff training on maintenance procedures	Conduct additional staff training focusing on maintenance procedures

Recreation Department Goal #2: Implement staff training opportunities focusing on customer service at all recreation facilities

OBJECTIVES:

- **Assess and implement enhanced in-service employee trainings**
- **Conduct additional staff training for front line staff**
- **Continue to execute standard orientation for instructors and employees**
- **Provide additional direct supervision by the program and facility supervisors**

Performance Measures	
Effectiveness/Output Measures:	**Projected FY16**
Conduct customer service trainings	Ongoing – with next In-service conducted by November 15, 2015
Conduct orientation for instructors and employees	Ongoing
Provide more direct supervision by supervisors	Ongoing

Golf Course Productivity Measures

Effectiveness/Output Measures:	Actual FY12	Actual FY13	Actual FY14	Actual FY15	Projected FY16
Total Lessons/Clinics Participation	1,288	1,902	2,163	2,227	2,400
Range Buckets Sold	12,712	14,333	16,473	17,139	17,600
Total Rounds of Golf	29,117	30,366	34,780	35,417	36,000
Tournaments/Outings Hosted	23	23	27	49	50
Resident/Nonresident Ratio	No Data	22/78	25/75	15/85	18/82
Operating Cost Recovery	100%	115%	126%	159.6%*	110%

*FY2015 Operating Cost Recovery results are estimated as of October 9, 2015 postings

PROGRAM: TENNIS

The Tennis program offers drop-in play, lessons, clinics, mixers, tournaments, special events, and league play for children and adults throughout the year. A total of thirteen (13) Hydrogrid Hartru tennis courts are provided at the Seaview Park and Phipps Ocean Park Tennis Centers. A contractual Head Tennis Professional coordinates the teaching services at both facilities, as well as the retail concession for tennis related merchandise. Assistant Tennis Instructors are hired and compensated by the Head Tennis Professional.

The tennis program is supervised by the Assistant Recreation Director. Daily operations are managed by the Facility Supervisor, with assistance from the Facility Assistant and part time staff. Recreation maintenance personnel provide routine and seasonal tennis court maintenance services.

Revenue and Expense Summary

	FY2013 Actual	FY2014 Actual	FY2015 Budget	FY2015 Projected	FY2016 Budget	% Change
Revenues						
Daily Tennis Court Fees	40,012	35,696	41,000	35,000	40,000	-2.44%
Adult Tennis Court Fee	265	735	1,000	1,200	1,200	20.00%
Annual Pass Tennis Court Fees	54,275	54,639	55,000	54,200	55,000	0.00%
12 Play Pass	21,320	22,273	22,000	28,000	28,000	27.27%
Tennis Mixers	3,770	3,575	4,000	3,800	3,900	-2.50%
Adult Tennis Program Fee	-					0.00%
Tennis Pro Admin. Fees	13,200	13,200	13,200	13,200	13,200	0.00%
Tennis Teaching Services-Town Share	52,925	57,604	56,000	59,000	59,000	5.36%
Facility Rental Fees	5,550	4,190	5,000	3,700	3,500	-30.00%
Maintenance & Improvement Fee	7,209	7,384	8,000	7,700	7,900	-1.25%
Merchandise Sales-Town Share	2,827	2,133	3,100	2,800	2,800	-9.68%
TOTALS	201,353	201,429	208,300	208,600	214,500	2.98%
Expenses						
Salaries and Wages	180,789	176,928	191,187	181,526	182,561	-4.51%
Employee Benefits	78,224	89,246	93,142	93,462	90,302	-3.05%
Contractual	37,941	38,973	41,675	51,700	49,100	17.82%
Commodities	8,715	6,971	20,000	19,300	19,900	-0.50%
Capital Outlay	-	-	-	-	-	0.00%
Depreciation	-	-	-	-	-	0.00%
Other	-	-	-	-	-	0.00%
TOTALS	305,669	312,118	346,004	345,988	341,863	-1.20%
Operating Revenues Over/(Under) Expenses	(104,316)	(110,689)	(137,704)	(137,388)	(127,363)	

Revenues

Daily Tennis Court Fees:
All revenues related to daily court reservations at tennis facilities. Decrease due to overestimation of anticipated revenue in FY15.

Annual Pass Tennis Court Fees:
All revenues related to annual tennis facility passes.

12 Play Pass:
This figure represents rate paid for 12 play multi use pass. Increase due to a shift in player preference for rate type, particularly from the annual pass.

Tennis Mixers:
Fee paid for participation in various tournaments and special events. Decrease due to overestimation of anticipated participation in FY15.

Adult Tennis Program Fee:
All revenues related to fees paid for a variety of adult programs. Increase due to anticipated growth in development of programs and participation.

Tennis Pro Admin Fees:
Fee paid by Tennis Pro as part of annual contract agreement.

Tennis Teaching Services:
Fee paid to the Town for the use of the courts during lessons as part of Tennis pro contract. Increase due to anticipated growth in programs and services.

Facility Rental Fees:
All revenues related to fees paid for rental of tennis courts. Decrease due to overestimation of anticipated rentals in FY15.

Maintenance and Improvement Fee:
Fee paid per court reservation for maintenance and improvement of the tennis facilities. Decrease due to overestimation of anticipated participation in FY15.

Merchandise Sales:
Percentage of revenue from merchandise sales as per contract with tennis professional.

Expenses

Salaries and Wages:
The proposed budget for salaries and wages includes performance based merit pay increases. Decrease is due to the anticipated reliance on contractual employee support and less on Town part-time temporary staff.

Employee Benefits:
Employee benefit costs include the health insurance program and the hybrid pension plan.

Contractual:
Increase due to anticipated rise in cost of services and the increased use of contractual employees.

Commodities:
No appreciable change.

Full Time Equivalent Employees	FY2012	FY2013	FY2014	FY2015	FY2016
Assistant Director	0.250	0.250	0.250	0.250	0.250
Tennis Facility Supervisor	1.000	1.000	1.000	1.000	1.000
Maintenance Worker/Tennis	0.500	0.500	0.500	0.500	0.500
Tennis Facility Assistant	1.000	1.000	1.000	1.000	1.000
Tennis Attendant	1.650	2.155	2.249	1.755	1.559
Laborer	0.100	0.468	0.641	0.400	0.421
Public Works Employees	0.090	0.080	0.117	0.118	0.118
	4.590	5.453	5.757	5.023	4.848

Tennis Fiscal Year 2015 Accomplishments
❖ Estimated* Operating Cost Recovery of 67.0% exceeds goal (60%)
❖ Increased overall participation by almost 4%, and revenue by an estimated 8.69%
❖ Improved staff training and implemented a standard orientation for teaching professionals

*FY2015 Operating Cost Recovery results are estimated as of October 9, 2015 postings

Fiscal Year 2016 Goals and Performance Measures

Recreation Department Goal #2: Implement staff training opportunities focusing on customer service at all recreation facilities

OBJECTIVES:

- **Assess and implement enhanced in-service employee trainings**
- **Conduct additional staff training for front line staff**
- **Continue to execute standard orientation for instructors and employees**
- **Provide additional direct supervision by the program and facility supervisors**

Performance Measures	
Effectiveness/Output Measures:	**Projected FY16**
Conduct customer service trainings	In-service conducted by November 15, 2015
Conduct orientation for instructors and employees	Ongoing
Provide more direct supervision by supervisors	Ongoing

Recreation Department Goal #4: Increase participation and revenue at the Recreation Center and Tennis Centers

OBJECTIVES:

- **Develop and implement marketing strategies for increasing participation**
- **Create new and/or enhanced youth and adult programs**
- **Develop additional program variety**

Performance Measures					
Effectiveness/Output Measures:	**Actual FY12**	**Actual FY13**	**Actual FY14**	**Actual FY15**	**Projected FY16**
Lesson Participation	3,363	3,403	4,406	4,909	5,000
Clinic Participation	4,795	4,518	4,179	4,149	4,200
Daily Youth Participation	4,802	4,216	4,355	4,410	4,600
Daily Adult Participation	22,672	20,530	21,606	22,302	22,500

Performance Measures	
Effectiveness/Output Measures:	**Projected FY16**
Develop and implement new programs to enhance program variety	Ongoing

Tennis Productivity Measures

Effectiveness/Output Measures:	Actual FY12	Actual FY13	Actual FY14	Actual FY15	Projected FY16
Annual Passes Sold	132	138	154	127	130
Tournaments/Special Events	15	17	18	19	20
League Teams Hosted	8	8	8	7	7
Resident/Nonresident Ratio	No Data	67/33	64/36	65/35	67/33
Operating Cost Recovery	77%	66%	62%	67.0%*	60%

*FY2015 Operating Cost Recovery results are estimated as of October 9, 2015 postings

PROGRAM: RECREATION CENTER

The Recreation Center offers recreational programs to the residents and visitors of Palm Beach. Examples of adult programs offered include a variety of fitness/wellness, foreign languages, art, dancing, and technology offerings. Youth programs include athletics, arts & crafts, dance, self-defense, pre-school programs and a variety of other instructional/enrichment classes. In addition to these activities, an after school program and day camps are offered, along with special events. The Recreation Center program also manages the maintenance of the Seaview Park amenities. This includes the coordination, monitoring, and oversight of daily maintenance, preventative maintenance, and special projects.

The Recreation Center is managed by the Assistant Recreation Director. Daily operations are overseen by two Recreation Supervisors who supervise a variety of part-time and contractual staff in planning, implementing, and evaluating the maintenance, programs and events.

Revenue and Expense Summary

	FY2013 Actual	FY2014 Actual	FY2015 Budget	FY2015 Projected	FY2016 Budget	% Change
Revenues						
Youth Program Fees	300,147	315,394	325,000	315,700	332,200	2.22%
Facility Rental Fees	180	180	1,000	500	800	-20.00%
Adult Program Fees	29,171	21,285	29,000	28,000	29,500	1.72%
Promotional Merchandise	832	829	1,400	1,400	1,200	-14.29%
Seaview Park Concession	957	985	1,300	1,200	1,300	0.00%
TOTALS	331,287	338,673	357,700	346,800	365,000	2.04%
Expenses						
Salaries and Wages	283,417	270,570	298,633	286,078	301,421	0.93%
Employee Benefits	94,498	105,426	109,746	109,803	103,291	-5.88%
Contractual	176,285	194,183	217,189	211,000	223,500	2.91%
Commodities	27,473	29,861	45,000	35,500	45,100	0.22%
Capital Outlay	-	-	-	-	-	0.00%
Depreciation	-	-	-	-	-	0.00%
Other	-	-	-	-	-	0.00%
TOTALS	581,673	600,040	670,568	642,381	673,312	0.41%
Operating Revenues Over/(Under) Expenses	(250,386)	(261,367)	(312,868)	(295,581)	(308,312)	

Revenues

Youth Program Fees:
All revenues related to fees paid for a variety of youth programs. Increase due to anticipated growth in participation.

Facility Rental Fees:
All revenues related to fees paid for rental of rooms at Seaview Recreation Center. Decrease due to overestimation of anticipated revenue in FY15.

Adult Program Fees:
All revenues related to fees paid for a variety of adult programs. Increase due to anticipated growth in participation.

Promotional Merchandise:
All revenues related to sales of promotional merchandise. Decrease due to overestimation of anticipated revenue in FY15.

Seaview Park Concession:
Revenues from vending machines at Seaview Park.

Expenses

Salaries and Wages:
The proposed budget for salaries and wages includes performance based merit pay increases.

Employee Benefits:
Employee benefit costs include the health insurance program and the hybrid pension plan.

Contractual:
Increase due to anticipated rise in cost of services.

Commodities:
No appreciable change.

Full Time Equivalent Employees	FY2012	FY2013	FY2014	FY2015	FY2016
Assistant Director	0.250	0.250	0.250	0.250	0.250
Recreation Supervisor	2.000	2.000	2.000	2.000	2.000
Maintenance Worker/Tennis	0.500	0.500	0.500	0.500	0.500
Activity Leader	3.440	3.491	3.760	2.983	2.983
Laborer	0.300	0.550	0.550	0.490	0.490
Bus Driver	0.480	0.490	0.500	0.480	0.480
Registration Clerk	0.160	-	-	-	-
Public Works Employees	0.270	0.200	0.029	0.129	0.130
	7.400	7.481	7.589	6.832	6.833

Recreation Center Fiscal Year 2015 Accomplishments
❖ Estimated* Operating Cost Recovery of 51.7% exceeds goal (50%)
❖ Increased number and variety of programs offered
❖ Improved staff training and implemented a standard orientation for all program instructors

*FY2015 Operating Cost Recovery results are estimated as of October 9, 2015 postings

Fiscal Year 2016 Goals and Performance Measures

Recreation Department Goal #2: Implement staff training opportunities focusing on customer service at all recreation facilities

OBJECTIVES:

- **Assess and implement enhanced in-service employee trainings**
- **Conduct additional staff training for front line staff**
- **Continue to execute standard orientation for instructors and employees**
- **Provide additional direct supervision by the program and facility supervisors**

Performance Measures	
Effectiveness/Output Measures:	**Projected FY15**
Conduct customer service trainings	In-service conducted by November 15, 2014
Conduct orientation for instructors and employees	Ongoing
Provide more direct supervision by supervisors	Ongoing

Recreation Department Goal #4: Increase participation and revenue at the Recreation Center and Tennis Centers

OBJECTIVES:

- **Develop and implement marketing strategies for increasing participation**
- **Create new and/or enhanced youth and adult programs**
- **Develop additional program variety**

Recreation Center Productivity Measures

Effectiveness/Output Measures:	Actual FY12	Actual FY13	Actual FY14	Actual FY15	Projected FY16
Family Special Events Participation	1,275	1,225	1,290	1,190	1,250
Youth Enrichment/Athletics Participation	6,088	4,612	3,480	3,290	3,350
Youth Camps/After School Participation	10,862	11,143	11,127	10,192	10,500
Adult Enrichment/Fitness Participation	2,287	2,483	1,922	1,599	1,700
Number of Programs/Events Offered	No Data	244	230	237	245
Resident /Nonresident Ratio – Youth	49/51	53/47	60/40	34/66	50/50
Resident /Nonresident Ratio - Adult	86/14	77/23	78/22	83/17	85/15
Operating Cost Recovery	59%	57%	56%	51.7%*	50%

*FY2015 Operating Cost Recovery results are estimated as of October 9, 2015 postings

PROGRAM: ADMINISTRATION

Administrative management responsibilities include providing leadership and organizational management of all Recreation Department operations. The administrative management team is responsible for budget development and control, business plan modifications, department policies and procedures, action planning, record keeping, recruitment, training and development of staff, payroll processing, coordinating/processing work requests, requisitions and contracts. Administration duties also include complaint management and conflict resolution, risk management, enforcement of ordinances, rules and regulations at all Town recreation facilities, and the ongoing assessment and evaluation of Recreation Department facilities, programs and services offered to the community. Department administration is also responsible for the coordination, facilitation, and support of Recreation Advisory Commission meetings and its members. Administrative staff also coordinates communication with the Town Manager and the Mayor and Town Council. The administrative management team consists of the Director of Recreation, Assistant Recreation Director, Office Manager and Office Assistant II.

Expense Summary

	FY2013 Actual	FY2014 Actual	FY2015 Budget	FY2015 Projected	FY2016 Budget	% Change
Salaries and Wages	250,904	280,945	297,430	254,973	278,249	-6.45%
Employee Benefits	90,296	126,969	115,987	116,151	129,868	11.97%
Contractual	4,604	4,797	10,500	10,500	10,500	0.00%
Commodities	8,082	4,112	4,736	4,600	5,000	5.57%
Capital Outlay	-	-	-	-	-	0.00%
Depreciation	-	-	-	-	-	0.00%
Other	-	-	-	-	-	0.00%
TOTALS	353,886	416,823	428,653	386,224	423,617	-1.17%

Salaries and Wages:
The budget for salaries and wages includes performance based merit pay increases. Decrease is due Director of Recreation position vacancy.

Employee Benefits:
Employee benefit costs include the health insurance program and the hybrid pension plan

Contractual:
No change.

Commodities:
Increase is due to anticipated increase in cost of supplies.

Full Time Equivalent Employees	FY2012	FY2013	FY2014	FY2015	FY2016
Director of Recreation	-	-	-	-	1.000
Director of Recreation and Special Projects	0.900	0.900	0.900	0.900	-
Assistant Director of Recreation	1.000	0.500	0.500	0.500	0.500
Office Assistant II	-	-	0.750	1.000	1.000
Office Manager	1.000	1.000	1.000	1.000	1.000
	2.900	2.400	3.150	3.400	3.500

PROGRAM: CAPITAL PROGRAM

This program accounts for the capital projects of the Recreation Enterprise Fund.

Expense Summary

	FY2013 Actual	FY2014 Actual	FY2015 Budget	FY2015 Projected	FY2016 Budget	% Change
Expenses						
Projects	119,364	74,486	361,037	172,548	-	-100.00%
TOTALS	119,364	74,486	361,037	172,548	-	-100.00%

Expenses

No new Capital Projects planned for FY16.

PROGRAM: DEPRECIATION PROGRAM

The depreciation program was established to account for the depreciation expense for the fixed assets, buildings and other capital assets of the Recreation Enterprise Fund.

Expense Summary

	FY2013 Actual	FY2014 Actual	FY2015 Budget	FY2015 Projected	FY2016 Budget	% Change
Depreciation	647,012	712,459	725,182	725,182	834,000	15.01%
TOTALS	647,012	712,459	725,182	725,182	834,000	15.01%

PROGRAM: EQUIPMENT REPLACEMENT

The Equipment Replacement program was established to provide a means to replace equipment when the end of the useful life has been reached. Equipment is replaced when it is determined that due to its age, condition, operation and maintenance costs, obsolescence, and depreciation, it is no longer economical to keep. Annually, depreciation is budgeted based on the economic life and the replacement cost of the equipment utilized by the fund. These funds are set aside in a reserve to fund future purchases of equipment.

Depreciation for the fixed assets is calculated using the straight line method which takes the estimated replacement cost less anticipated salvage value divided by the expected useful life of the asset. The established asset value threshold for inclusion in the program is $2,500 for fixed assets.

Expense Summary

	FY2013 Actual	FY2014 Actual	FY2015 Budget	FY2015 Projected	FY2016 Budget	% Change
Capital Outlay	4,150	5,667	64,500	62,400	163,100	152.87%
TOTALS	4,150	5,667	64,500	62,400	163,100	152.87%

Budgeted Purchases:	
Greens Roller	12,000
Tractor with bucket and backhoe	27,000
Gas Golf Car equipped for driving range usage	7,668
20 Golf Cars	89,732
Utility Vehicle	21,000
Golf Ball Dispenser	5,700
	163,100

(This page intentionally left blank)

PROGRAM: SELF INSURANCE FUND (RISK MANAGEMENT) 501

Mission: This division exists to provide a safe and healthy work environment for all employees, and to minimize the adverse effects of unexpected losses. Ensuring that a Comprehensive Risk Management Program is in place that best protects the interests of the Town and its employees.

Main Activities: The most important things we do to fulfill the mission are:

- Identify exposures and address resolutions
- Determine proper method for insurance coverage by analyzing options
- Manage claims in a manner that serves both the interests of the claimant as well as the Town
- Apply a variety of approaches to control loss and improve personal safety through the following:
  - Safety Training, committees, bulletins, manual and handbook
  - Periodic safety inspections of Town facilities and property
  - Conducting motor vehicle report checks
  - Create various manuals and procedures as needed

Full Time Equivalent Employees	FY2012	FY2013	FY2014	FY2015	FY2016
Risk Manager	1.000	1.000	1.000	1.000	1.000
Occupational Health Nurse	-	-	-	-	0.160
	1.000	1.000	1.000	1.000	1.160

Revenue and Expense Summary

	FY2013 Actual	FY2014 Actual	FY2015 Budget	FY2015 Projected	FY2016 Budget	% Change
Revenues						
Risk Funding	1,892,780	1,876,000	1,925,362	1,925,362	1,934,595	0.48%
Miscellaneous Revenue	840,503	285,669		700,000		0.00%
Interest on Investments	(4,246)	52,400	70,000	90,000	109,866	56.95%
TOTALS	2,729,037	2,214,069	1,995,362	2,715,362	2,044,461	2.46%
Expenses						
Salaries and Wages	86,700	84,467	85,216	85,216	98,953	16.12%
Employee Benefits	402,877	310,408	614,651	614,651	606,485	-1.33%
Contractual	1,527,314	1,146,235	1,541,025	1,539,682	1,530,920	-0.66%
Commodities	2,889	2,492	3,055	3,055	3,262	6.78%
Capital Outlay	15,767	-	-	-	-	0.00%
Depreciation	2,758	2,758	2,758	2,758	2,758	0.00%
Transfer to Coastal (309)	-	2,000,000	-	-	-	0.00%
Other (Contingency)	17,881	33,706	3,003,834	-	3,000,000	-0.13%
TOTALS	2,056,186	3,580,066	5,250,539	2,245,362	5,242,378	-0.16%
Total Revenues						
Over/(Under) Expenses	672,851	(1,365,997)	(3,255,177)	470,000	(3,197,917)	
Beginning Net Assets	7,990,554	8,663,405	7,297,408	7,297,408	7,767,408	
ENDING NET ASSETS	8,663,405	7,297,408	4,042,231	7,767,408	4,569,491	

Revenues

Risk Funding:
This is the amount transferred from the general fund.

Miscellaneous:
Claim reimbursements received from insurance carriers.

Interest on Investments:
The interest revenue is based upon the financial market conditions and funds available for investment.

Expenses

Salaries and Wages:
The increase in salaries and wages includes a percentage of the salary for the Town Nurse and contract physician under the workers' compensation program. Prior years, the full salaries for both the Town Nurse and contract physician were paid under the Human Resource budget.

Employee Benefits:
Employee benefit costs include the health insurance program and the hybrid pension plan.

Contractual:
The slight decrease is an adjustment of premium costs.

Commodities:
The slight increase is the change in costs for publications/subscriptions.

Self Insurance Fund Risk – 2016 Goals

Identify exposures in order to determine the type of coverage available to the Town
OBJECTIVES: Work with Insurance Agents to obtain the best coverages and premiums available to the Town. Structure the insurance program to best protect the interests of the Town.
Provide a Safe Work Environment
OBJECTIVES: Conduct annual facility safety inspections and training to employees.

Fiscal Year 2016 Goals and Performance Measures

Self Insurance Risk Fund Goal #1 - Identify exposures in order to determine the type of coverage available to the Town.

Objectives:

- **Work with Insurance Agents to obtain the best coverages and premiums available to the Town.**
- **Structure the insurance program to best protect the interests of the Town.**

Performance Measures					
Effectiveness/Output Measures:	**Actual FY12**	**Actual FY13**	**Actual FY14**	**Actual FY15**	**Projected FY16**
Annual insurance premiums	$914,138	$888,478	$885,967	$944,051	$902,748
Total claims processed	146	123	80	151	125

Self Insurance Risk Fund Goal #2 - Provide a Safe Work Environment

OBJECTIVES:

- **Conduct annual facility safety inspections and safety training to employees.**

Performance Measures					
Effectiveness/Output Measures:	**Actual FY12**	**Actual FY13**	**Actual FY14**	**Actual FY15**	**Projected FY16**
Total number of safety violations found town-wide during the annual facility safety inspections	56	57	75	122	78
Safety Training sessions	12	14	12	14	12
Safety Bulletins distributed	12	12	12	12	12

(This page intentionally left blank)

PROGRAM: SELF INSURANCE FUND (HEALTH BENEFIT) 502

This program provides for the management of the employee health insurance program. Responsibilities include: planning, organizing, implementing, and directing the self-insurance fund of the Town's Health Insurance Program. This program also provides certain health insurance benefits for retired employees and their dependents in accordance with State and Federal regulations.

Full Time Equivalent Employees	FY2012	FY2013	FY2014	FY2015	FY2016
Director of Human Resources	0.100	0.100	0.100	0.100	0.100
Assistant Director of Human Resources	0.200	0.200	0.200	0.200	0.200
Office Asst II/OHC	0.120	0.125	0.125	0.125	0.125
Occupational Health Nurse	-	-	-	-	0.170
Human Resources Coordinator	0.330	0.320	0.320	0.320	0.320
Human Resource Analyst	0.050	0.050	0.050	0.050	0.050
	0.800	0.795	0.795	0.795	0.965

Revenue and Expense Summary

	FY2013 Actual	FY2014 Actual	FY2015 Budget	FY2015 Projected	FY2016 Budget	% Change
Revenues						
Group Medical	5,024,955	4,925,128	4,828,900	4,801,200	4,801,200	-0.57%
Miscellaneous Revenue	269	3,029	1,500	15,000	15,000	900.00%
Gain/(Loss) on Investments	-	-	-	-	-	0.00%
TOTALS	5,025,224	4,928,157	4,830,400	4,816,200	4,816,200	-0.29%
Expenses						
Salaries and Wages	52,808	75,667	59,745	59,745	76,058	27.30%
Employee Benefits	4,150,363	3,784,229	4,614,513	4,239,763	4,636,901	0.49%
Contractual	30,318	61,470	91,502	85,850	90,350	-1.26%
Commodities	1,027	6,699	1,800	1,800	1,800	0.00%
Capital Outlay	-	-	-	-	-	0.00%
Depreciation	-	-	-	-	-	0.00%
Other (Contingency)	-	-	500,000	-	500,000	0.00%
TOTALS	4,234,516	3,928,065	5,267,560	4,387,158	5,305,109	0.71%
Total Revenues Over/(Under) Expenses	790,708	1,000,092	(437,160)	429,042	(488,909)	
Beginning Net Assets	3,234,334	4,025,042	5,025,134	5,025,134	5,454,176	
ENDING NET ASSETS	4,025,042	5,025,134	4,587,974	5,454,176	4,965,267	

Revenue

Group Medical:
Group Medical includes Town and Employee contributions for health care expenses.

Miscellaneous Revenue
This amount consists of interest earnings.

Gain/(Loss) on Investments:
Gain/(loss) on investments represents revenue earned or investment losses on the investments in the trust.

Expenses

Salaries and Wages:
The proposed budget for salaries and wages includes an adjustment to the cost sharing for the Town's Occupational Health & Wellness Nurse for services rendered. In prior year, the cost sharing to the funding for the position was allocated 100% from the Human Resources (123) budget. The budget also includes performance based merit pay increases.

Employee Benefits:
Employee benefit costs include the Town-wide employee health insurance program. The increase is attributed to an adjustment to the cost sharing for the Town's Occupational Health and Wellness Nurse.

Contractual
Contractual services are decreasing by less than 2% ($1,152).
.
Commodities:
Commodities remains level funded for FY2015.

Equipment Replacement Fund - 320

This fund was established to provide a means to replace capital and computer equipment, excluding enterprise fund equipment, when the end of its useful life has been reached.

Equipment is replaced when it is determined that due to its age, condition, operation and maintenance costs, obsolescence, and depreciation, it is no longer economical to maintain. Depreciation is funded annually with a transfer from the various departments to the Equipment Replacement Fund based on the economic life and replacement cost of the equipment utilized by each department. The calculation for funding was modified in FY2006 to use replacement cost rather than original cost to insure sufficient funds are available when the asset is replaced.

Depreciation for fixed assets is calculated using the straight line method which takes replacement cost less anticipated salvage value divided by the expected useful life of the asset.

The established asset value threshold for inclusion in the Equipment Replacement Fund is: $2,500 for fixed assets, and $1,500 for computer assets.

Depreciation Charges by Department
FY2016

Department	Depreciation
Information Systems	$289,488
Human Resources	677
Finance	4,705
Planning, Zoning and Building	37,649
Fire-Rescue	597,575
Police	528,032
Public Works	646,435
Risk Management	2,758
Total Depreciation	$2,107,319

Replacement Equipment - FY2016

Department	Cost
Planning/Zoning/Building:	
Automobile	$25,000
Fire-Rescue:	
Rescue Truck	319,000
Police:	
(3)Dispatch Radio Consoles	80,500
Ford Escape	23,000
Police Supervisor Vehicle	32,000
Speed Laser/Radar Unit	3,500
Camera and Security Equipment	25,000
Unmarked Police Vehicle	24,000
(2) Police Supervisor Vehicles	56,000
Public Works:	
Ford F150 Truck	22,100
Transfer Trailer	267,000
Kawasaki Mule	8,800
Int'l Truck RS Crane	178,500
Isuzu NP154 Truck	60,200
Information Systems:	
Computer Equipment	229,500
Total Equipment Replacement Expenditures	$1,354,100

Revenue and Expense Summary

	FY2013 Actual	FY2014 Actual	FY2015 Budget	FY2015 Projected	FY2016 Budget	% Change
Revenues						
Interest on Investments	(19,016)	96,640	50,000	100,000	50,000	0.00%
Surplus Equipment Proceeds	62,180	11,650	30,000	106,000	30,000	0.00%
Transfer from General and Other Funds	1,970,969	1,877,935	1,820,202	1,820,202	2,107,319	15.77%
TOTALS	2,014,133	1,986,225	1,900,202	2,026,202	2,187,319	15.11%
Expenses						
Transfer to Underground Utility Assessment Fund	-	-	2,498,228	1,435,627	1,211,000	-51.53%
Transfer to Coastal	-	2,858,913	-	-	-	-100.00%
Capital Outlay - Equipment	1,475,869	2,230,613	1,335,250	1,442,000	1,124,600	-15.78%
Capital Outlay - IS Equipment	152,048	201,546	250,380	210,000	229,500	-8.34%
TOTALS	1,627,917	5,291,072	4,083,858	3,087,627	2,565,100	-37.19%
Total Revenues Over/(Under) Expenses	386,216	(3,304,847)	(2,183,656)	(1,061,425)	(377,781)	
Contingency	-	-	(500,000)	-	(500,000)	
Non Operating Revenue	369,747	1,209,912	-	-	-	
Beginning Investment in Capital Assets	8,600,535	8,742,725	9,898,819	9,898,819	-	
Beginning Unrestricted Net Assets	14,870,188	15,483,961	12,232,932	12,232,932	21,070,326	
ENDING NET ASSETS	24,226,686	22,131,751	19,448,095	21,070,326	20,192,545	

Revenues

Interest on Investments
The interest revenue is based upon the financial market conditions and funds available for investment.

Surplus Equipment Proceeds
This revenue source represents the sale of surplus equipment through the Palm Beach County Thrift Store.

Transfer from General and Other Funds
This transfer represents the depreciation expense charged to General Fund program budgets and transferred to the Equipment Replacement Fund on an annual basis.

Expenditures

Transfer to Underground Utility Assessment Fund
This transfer represents funding for the Internal Financing Plan approved by Town Council on August 14, 2012.

Transfer to Coastal Fund
This transfer represents funding for the Coastal Fund approved by Town Council on September 10, 2013.

Capital Outlay – Equipment
This represents the budget for the replacement of vehicles, machinery and office equipment.
Capital Outlay – IS Equipment
This represents the budget for the replacement of computer equipment.
Contingency
Contingency reserve.

(This page intentionally left blank)

RETIREMENT FUND

The Town provides pension benefits for General Employees, Police Officers and Firefighters. Approximately 277 active employees and 403 retirees are covered by the three Plans.

The Town of Palm Beach Retirement Board of Trustees oversees all of the Town's pension assets and retirement programs. An outside pension consultant administers the plans. Details of the pension benefits are outlined later in this section.

The contribution requirements of the Plan members are established and may be amended by the Town Council. Plan members are required to contribute a percentage of their pensionable earnings.

	Defined Benefit Plan	401(a) Defined Contribution Plan				
Benefit Group	Employee Contribution	Mandatory Contribution (pre-tax)		Voluntary Contribution		Discretionary Contribution
		Employee	Employer	Employee	Employer	Employer
Firefighter Union	4.82%	2%	2%	Voluntary up to the maximum allowable under IRS regulations	2% Match	None
Firefighter Non-Union	2.47%	4%	4%		No Match	Up to 4% Determined by Town Council during annual budget process upon recommendation of the Town Manager
Police Officer	2.47%	4%	4%		No Match	
General Employees	2.47%	4%	4%		No Match	
Lifeguard Employees	2.47%	4%	4%		No Match	

The Retirement Board approved an actuarial investment assumption of 7.5% and a wage inflation assumption of 3.5% and these assumptions were used in the calculations included in the September 30, 2014, actuarial report.

The FY16 actuarially determined contribution to the defined benefit plan totals $6,876,924. This amount is being reduced by a transfer from the prepaid contribution reserve in the Retirement Fund. The Town accumulated a prepaid reserve in the Retirement Fund due to the "overpayment" to the fund by systematically contributing the actuarial determined amount rather than the State required amount calculated as a percent of payroll. A total of $2,169,323 had been reserved as a prepaid contribution in the Retirement Fund. In FY14, $930,690 was used to offset the cost of the investment assumption change. The FY15 contribution increase was offset by $750,000 of the remaining prepaid contribution, leaving a balance of $488,633 to be used to offset contributions in FY16. In addition, $291,855 was added to the contribution to begin to fund the expected increase associated with the experience study and the new mortality tables. The Town's contribution for the defined benefit plan for FY15 and FY16 is shown on the following page:

Defined Benefit Contribution	FY2015	FY2016	Change	% Change
General Employees	$1,856,320	$2,049,839	$193,519	10.42%
Lifeguards	152,086	160,770	8,684	5.71%
Police	2,144,661	2,306,795	162,134	7.56%
Fire-Rescue	2,223,585	2,359,519	135,934	6.11%
Total	$6,376,652	$6,876,924	500,272	7.85%
Less: Prepaid Contribution	(750,000)	(488,633)	261,367	-34.85%
Amount included in the Budget	$5,626,652	$6,388,291	$761,639	13.54%

The actuarial determined employer contribution history for the defined benefit pension for the last five years is shown below (FY16 excludes the additional contribution of $291,855):

	FY2012	FY2013	FY2014	FY2015	2016
General	$651,882	$1,223,869	$1,873,887	$1,856,320	$1,908,865
Lifeguards	15,600	125,294	144,734	152,086	157,411
Police	1,213,681	1,257,107	1,979,219	2,144,661	2,233,214
Fire-Rescue	1,635,237	1,370,637	2,071,503	2,223,585	2,285,579
Total	**$3,516,400**	**$3,976,907**	**$6,069,343**	**$6,376,652**	**$6,585,069**

The funded ratio for the each of the pension plans is shown in the chart below. The reductions from FY2011 to FY2012 reflect the change in the investment return assumption from 8.0% to 7.5%.

As of Fiscal Year End	FY2010	FY2011	FY2012	FY2013	FY2014
General Employees	79.6%	90.4%	80.7%	81.3%	82.0%
Lifeguards	73.4%	74.3%	64.3%	64.2%	65.2%
Police	83.6%	87.8%	76.2%	73.5%	73.0%
Fire-Rescue	72.6%	80.8%	70.5%	68.1%	68.3%

The Town contributes a match of up to 4% to the Defined Contribution (DC) plan. In addition, the Town Manager may recommend and the Town Council may approve a discretionary contribution of up to 4% per year, to be decided each year depending upon economic and budgetary conditions. For FY15, the Town Council approved a 4% discretionary DC contribution at a cost of $581,801. For FY16, the Town Manager is

recommending a 4% discretionary DC contribution at a cost of $653,659. A portion of this cost will be offset by the use of forfeited funds in the DC plan. These funds are an accumulation of employer contributions to employee accounts which were forfeited to the plan when the individual employees left the Town's service prior to vesting. The total forfeited funds being used in FY16 is $136,000. Total employer contributions to the DC plan per year are shown below:

	FY2013 Actual	FY2014 Actual	FY2015 Budget	FY2016 Budget
General	$334,252	$699,122	$770,326	$861,484
Lifeguards	5,458	10,943	11,242	14,789
Police	104,787	265,191	303,712	321,688
Fire-Rescue	128,627	174,650	221,612	203,975
Total	**$573,124**	**$1,149,906**	**$1,306,892**	**$1,401,936**

Summary of Defined Benefit Plan Provisions

Grandfathered Benefits: The benefits consist of the old defined benefit plan (Plan A - see below) and are provided to employees that were eligible to retire on or before May 1, 2012.

Plan A Benefits: The accrued benefits prior to May 1, 2012 in the old defined benefit plan.

Plan B Benefits: The accrued benefits after May 1, 2012 in the new hybrid pension plan.

Normal Retirement:

ELIGIBILITY

Plan A

a) *General:* 30 or more years of service, regardless of age; or age 55 with 10 or more years of service

b) *Ocean Rescue:* Age 50 with 10 or more years of service. Or 10 or more years of service and age plus credited service totals 65 years or more.

c) *Police Officers and Firefighters:* 20 or more years of service, regardless of age; or, age 50 with 10 or more years of service; or, at least 10 years of service and age plus credited service totals 65 years or more.

Plan B

Age 65 with 10 or more years of service, including service prior to May 1, 2012.

PENSION AMOUNT

Plan A

a) *General:* Average final compensation times the sum of a) 2.75% for service earned after September 30, 1990, to a maximum of 82.5%, plus 2.35% for

service earned on or before September 30, 1990 for the first 30 years of service, plus, b) 1.0% for service in excess of 30 years.

b) *Ocean Rescue:* Average final compensation times the sum of a) 2.85% for the first 25 years of service with a maximum of 71.25%, plus, b) 1.0% for service in excess of 25 years.

c) *Police Officers and Firefighters*: Average final compensation multiplied by the sum of a) 3.5% per year of credited service to a maximum of 87.5 percent, plus, b) 2.0% per year of credited service, if any, in excess of 43.75 years.

Plan B
Average final compensation multiplied by 1.25% per year of credited service after April 30, 2012.

General and Ocean Rescue: The normal form of pension is a pension payable for life. Also see Automatic Death Benefit.

Police and Firefighters: The normal form of pension is a pension payable as a straight life annuity, including service prior to April 30, 2012. Also see Automatic Death Benefit.

Average Final Compensation:

Plan A
Highest 2 consecutive years within the member's last 5 years of credited service.

Plan B
Average compensation after April 30, 2012 over a period increasing up to the final 5 years of credited service on and after April 30, 2017.

DROP Retirement:

Eligibility - Same as Normal Retirement, election must be made within 7 years of the date the member first reaches general retirement eligibility.

Pension Amount
General and Ocean Rescue: 100% of member's accrued benefit at the date of election to participate in DROP.

Police and Firefighters: 100% of the member's accrued benefit at the date of election to participate in DROP.

Early Retirement (General Employees Only):

ELIGIBILITY
PLAN A
Age 50 with 10 or more years of credited service.

PLAN B
Early retirement at age 60 with 10 or more years of credited service, provided the employee pays the full actuarial cost of the extra years receiving a pension.

PENSION AMOUNT
PLAN A
Computed as a normal retirement benefit but reduced 6/10 of 1% (3/10 of 1% if service credit is 20 or more years) for each month early retirement precedes the member's normal retirement date.

PLAN B
Actuarial equivalent reduction.

Deferred Retirement (Vested Termination Benefit): Both Plan A and Plan B

Eligibility - 10 or more years of service (waived for frozen benefits). Pension begins upon meeting requirement for normal retirement. Contributions must be left on deposit in the System; failure to do so results in forfeiture of the vested benefit. Frozen accrued benefits as of April 30, 2012 are vested immediately.

Pension Amount - Computed as for normal retirement, based upon service and average final compensation at time of termination.

Duty Disability Retirement: Both Plan A and Plan B

Eligibility - No age or service requirements.

General Employees and Ocean Rescue: Computed as a regular retirement with additional service credit granted from date of disability to earliest normal retirement eligibility date. Minimum benefit is 60% of average final compensation at earliest normal retirement date computed as a regular retirement. The minimum shall be applicable for at least 5 years if the member attains such age for retirement less than 5 years after duty disability benefits commence.

Police Officers and Firefighters: Computed as a regular retirement with additional service credit granted from date of disability to earliest normal retirement eligibility date. Minimum benefit is 60% of average final compensation:

Non-Duty Disability Before Retirement: Both Plan A and Plan B

Eligibility - 10 or more years of service (waived for frozen benefit).

Pension Amount - Computed as for normal retirement. For Police and Firefighter benefit groups, the disability pension benefit shall not be less than 30 percent of the member's average final compensation at the time of disability.

Duty Death Before Retirement: Both Plan A and Plan B

Eligibility - No age or service requirements.

Pension Amount - A pension to each surviving child of 25% of the member's average final compensation not to exceed 50% or equal share of 75% of the member's AFC when there are 4 or more surviving children being paid. A pension to the surviving spouse, if any, of the difference, if any, between 75% of the retiree's AFC and the aggregate amount paid to children for the month.

Non-Duty Death Before Retirement: Both Plan A and Plan B

Eligibility - 10 or more years of service (waived for frozen benefit).

Pension Amount - 75% of normal retirement benefit to a surviving spouse or equal shares of 75% of the normal retirement benefit to surviving unmarried children under 18.

Automatic Death After Retirement Pension:

Plan A

To Surviving Child(ren): 25% of the retiree's pension payable to age 18, not to exceed an equal share of 75% of the retiree's pension. Payments to surviving children may be paid to age 25 if no spouse benefits are payable.

To Surviving Spouse: The difference, if any, between 75% of the deceased retiree's pension and the aggregate amount paid to any surviving children for the month.

Plan B

Reduced option forms of payment are available including reduced survivorship benefits.

Post-Retirement Cost-of-Living Adjustments:

Plan A

Pensions are increased 2.0% annually based on the total pension payable subsequent to an initial 3 year deferral period.

Plan B

None.

Purchase of Service Credit: Both Plan A and Plan B

A vested member who has not purchased service credit under Prior Governmental Service, including Military Service elsewhere may purchase years or fractional parts of years of service, not to exceed 5 years, to be added to years of credited service provided that the member contributes the sum that would have been contributed to the retirement plan to pay the full actuarial cost.

Purchase of service by members of benefit group firefighter may only be based upon actual prior service as a firefighter or service in the military and purchase of service by a member of benefit group police officer may only be based upon actual prior service as a police officer of service in the military.

PROGRAM: EMPLOYEES RETIREMENT FUND (600)

Revenue and Expense Summary

	FY2013 Actual	FY2014 Actual	FY2015 Budget	FY2015 Projected	FY2016 Budget	% Change
Revenues						
Employer Contributions	3,976,907	6,069,343	5,626,652	5,626,652	6,388,291	13.54%
Transfer from Prepaid Town Contributions	-	-	750,000	750,000	488,633	-34.85%
Employee Contibutions	744,011	551,874	571,000	652,339	675,000	18.21%
Gain/(Loss) on Investments	23,182,899	13,087,306	16,050,000	5,000,000	15,207,549	-5.25%
Miscellaneous	5,055	9,113	-	5,000	5,000	100.00%
Interest on Investments	1,282,420	2,028,362	2,000,000	2,000,000	2,000,000	0.00%
TOTALS	29,191,292	21,745,998	24,997,652	14,033,991	24,764,473	-0.93%
Expenses						
Salaries and Wages	-	-	36,000	29,799	36,000	0.00%
Employee Benefits	-	-	20,000	21,286	25,000	25.00%
Contractual	18,017,058	16,214,522	17,644,800	16,973,205	18,877,372	6.99%
TOTALS	18,017,058	16,214,522	17,700,800	17,024,290	18,938,372	6.99%
Total Revenues Over/(Under) Expenses	11,174,234	5,531,476	7,296,852	(2,990,299)	5,826,101	
Beginning Net Assets	187,286,530	198,460,764	216,001,372	216,001,372	213,011,073	
Adjustment to Beginning Net Position (a)	-	12,009,132	-	-	-	
ENDING NET ASSETS	198,460,764	216,001,372	223,298,224	213,011,073	218,837,174	

(a) Inclusion of Deferred Retirement Option Program investments held by ICMA in the Pension Trust Fund.

Revenues

Employer Contributions:
The employer contributions are actuarially determined for the hybrid pension plan.

Transfer from Prepaid Town Contributions:
Transfer to pay for a portion of the investment return assumption change from 8% to 7.5%.

Employee Contributions:
Employee contributions are calculated based on the eligible employee's salary multiplied by a contribution rate.

Gain/(Loss) on Investments:
This line item reflects the estimated gains on the sale of equities. Projections reflect the 7.5% return assumption for the fund.

Interest on Investments:
The budgeted amount represents the anticipated interest to be earned on fixed income investments.

Expenses

Salaries and Wages:
The proposed budget for salaries and wages includes performance based merit pay increases.

Employee Benefits:
Employee benefit costs include the health insurance program and the hybrid pension plan for the FTEP assigned to this fund.

Contractual:
This line item reflects anticipated pension payments and operating costs.

Full Time Equivalent Employees	FY2012	FY2013	FY2014	FY2015	FY2016
Finance Director	-	0.0240	0.0240	0.0240	0.1000
Assistant Finance Director	-	0.0190	0.0190	0.0190	0.0250
Accounting Supervisor	-	0.0230	0.0230	0.0230	0.0500
Accounting Clerk	-	0.0120	0.0120	0.0120	0.0120
Director of Human Resources	-	0.0240	0.0240	0.0240	0.0240
Human Resource Assistant	0.5000	0.3750	0.3750	0.3700	0.3750
Payroll Specialist	-	0.2310	0.2310	0.2310	0.2000
	0.5000	0.7080	0.7080	0.7030	0.7860

PROGRAM: HEALTH INSURANCE TRUST (610)

The Town makes post-employment health care benefits available to retirees and funds a portion of the retiree health insurance benefits. In FY2007, the Town established a Health Insurance Trust for the funding of these benefits. The trust was established with an initial deposit of $16,000,000 transferred from the reserves from the Health Insurance Fund. The Town's Investment Advisory Committee oversees the investment of the assets of this trust.

An actuarial valuation of the retiree health plan was conducted as of October 1, 2014. The Town's Actuarial Accrued Liability as of October 1, 2014 was determined to be $35,537,572. The annual budgeted contribution for FY2016 is $1,180,000.

The Town provides to the retirees self-insured HMO, POS and PPO medical plans administered by Florida Blue. The prescription drug plan is administered by Catamaran Rx.

Summary of Plan Provisions
Eligibility
Employee must terminate employment with the Town and be eligible to retire under the Town's retirement system.

Plan Design
Eligible retirees can choose from one of three Florida Blue plans: POS Blue Options, PPO Blue Choice, or Blue Care Open Access HMO. A summary of the significant plan provisions for the plan year that begins on January 1, 2015 are provided below:

Florida Blue POS Blue Options

	In-Network	Out-of-Network
Deductible	$1,000 Ind/$2,000 Family	$2,000 Ind/$4,000 Family
Coinsurance	20%	50%
Out of Pocket Maximum	$2,000 Ind/$4,000 Family	$4,000 Ind/$6,000 Family
Office Visit Copay	$35 Copay+Ded+20% Coins	Ded+50% Coins
Prescription Drugs	$100 Ded for Non-generic when generic available	
Retail Copayment	Generic-$10, Preferred-$35, Non-Preferred-$40 Copay + 50% of Cost	
Mail Order Copayment	Generic-$20, Preferred-$70, Non-Preferred-$80 Copay + 50% of Cost	
Lifetime Maximum	Unlimited	

Florida Blue PPO Blue Choice

	In-Network	Out-of-Network
Deductible	$500 Ind/$1,500 Family	$1,000 Ind/$3,000 Family
Coinsurance	10%	30%
Out of Pocket Maximum	$1,500 Ind/$4,500 Family	$3,000 Ind/$6,000 Family
Office Visit Copay	$25	Ded+30%
Prescription Drugs	$100 Ded for Non-generic when generic available	
Retail Copayment	Generic-$10, Preferred-$30, Non-Preferred-$30 Copay + 50% of Cost	
Mail Order Copayment	Generic-$20, Preferred-$60, Non-Preferred-$60 Copay + 50% of Cost	
Lifetime Maximum	Unlimited	

Florida Blue - Blue Care Open Access HMO

	In-Network	*Out-of-Network
Deductible	N/A	
Coinsurance	100%	
Out of Pocket Maximum	$1,500 Individual, $3,000 Family	
Office Visit Copay	$20	
Inpatient Copay	$500 per admission	
Emergency Room Copay	$115	
Prescription Drugs	$100 Ded for Non-generic when generic available	
Retail Copayment	Generic-$10, Preferred-$30, Non-Preferred-$30 Copay + 50% of Cost	
Mail Order Copayment	Generic-$20, Preferred-$60, Non-Preferred-$60 Copay + 50% of Cost	
Lifetime Maximum	Unlimited	

* Out of network services are not covered under the HMO plan.

Discount Rate
The actuarial analysis assumes a 7.5% annual discount rate.

Required Monthly Contributions
Contribution amounts are determined by the medical plan chosen, the years of employment service, and the amount of pension earned according to the retiree sliding scale for insurance premiums. Contributions are required to both retiree and dependent coverage. The premium cost sharing between retirees and the Town ranges from 50% to the maximum charge allowable per state statute for the non-Medicare group.

PROGRAM: HEALTH INSURANCE TRUST (610)

Revenue and Expense Summary

	FY2013 Actual	FY2014 Actual	FY2015 Budget	FY2015 Projected	FY2016 Budget	% Change
Revenues						
Town Funding	1,769,000	1,506,000	1,577,000	1,577,000	1,180,000	-25.17%
Retiree Funding	1,307,308	1,287,962	1,273,200	1,230,000	1,291,500	1.44%
Medicare Reimbursement	83,822	92,788	-	80,000	90,000	100.00%
Miscellaneous Revenue	585,086	-	-	-	-	0.00%
Gain/(Loss) on Investments	2,486,717	2,084,471	500,000	500,000	500,000	0.00%
TOTALS	6,231,933	4,971,221	3,350,200	3,387,000	3,061,500	-8.62%
Expenses						
Salaries and Wages	54,520	59,266	61,518	59,000	78,073	26.91%
Employee Benefits	2,190,084	1,974,861	2,518,851	1,802,758	2,050,629	-18.59%
Contractual	114,687	122,853	125,900	108,550	117,400	-6.75%
Commodities	103	233	300	300	300	0.00%
Capital Outlay	-	-	-	-	-	0.00%
Depreciation	-	-	-	-	-	0.00%
TOTALS	2,359,394	2,157,213	2,706,569	1,970,608	2,246,402	-17.00%
Total Revenues						
Over/(Under) Expenses	3,872,539	2,814,008	643,631	1,416,392	815,098	
Beginning Net Assets	20,942,251	24,814,790	27,628,798	27,628,798	29,045,190	
ENDING NET ASSETS	24,814,790	27,628,798	28,272,429	29,045,190	29,860,288	

Revenues

Town Funding:
Town's portion of retiree health care expenses; plan funding requirements are determined by experience and actuary analysis conducted by Willis of Florida.

Retiree Funding:
The FY2016 projected budget for Retiree Funding is based on trending and actual contributions for FY2015.

Medicare Reimbursements:
Medicare reimbursements are paid to the Town through the Retiree Drug Subsidy (RDS) program. In FY15 to date, the Town has received $47,606 from the Federal Retiree Drug Subsidy Program.

Gain/(Loss) on Investments:
Gain/Loss on investments represents revenue earned or investment losses on the investments in the trust.

Expenses

Salaries and Wages:
The proposed budget for salaries and wages includes an adjustment to the cost sharing for the Town's Occupational Health & Wellness Nurse for services rendered. In prior year, the cost sharing to the funding for the position was allocated 100% to the Human Resources 123 budget. The budget also includes performance based merit pay increases.

Employee Benefits:
Cost of retiree health insurance. The decrease is attributed to a projected decrease in the group health and dental insurance claims experience.

Full Time Equivalent Employees	FY2012	FY2013	FY2014	FY2015	FY2016
Director of Human Resources	0.100	0.100	0.100	0.100	0.100
Finance Director	0.050	0.050	0.050	0.050	0.050
Assistant Director of Human Resources	0.200	0.200	0.200	0.200	0.200
Occupational Health Nurse	-	-	-	-	0.170
Human Resource Coordinator	0.320	0.330	0.330	0.330	0.330
Human Resource Analyst	0.050	0.050	0.050	0.050	0.050
	0.720	0.730	0.730	0.730	0.900

PPO

Retiree Sliding Scale Insurance Premium Rates 2016

Years of Service		Q1		Q2		Q3		Q4	
25 + years		50%		52%		56%		Maximum	
		Non-Medicare	Medicare	Non-Medicare	Medicare	Non-Medicare	Medicare	Non-Medicare	Medicare
	Retiree	$ 460.06	$ 227.00	$ 478.46	$ 236.08	$ 515.26	$ 254.24	$ 591.23	$ 291.72
	Retiree +1 Dependent	$ 970.72	$ 480.52	$ 1,009.54	$ 499.74	$ 1,087.20	$ 538.18	$ 1,253.07	$ 620.29
	Retiree +2 Dependents	$ 1,236.03		$ 1,285.47		$ 1,384.35		$ 1,757.27	
	Retiree +3 Dependents	$ 1,501.35		$ 1,561.40		$ 1,681.51		$ 2,261.47	
20 - 24 years		52%		56%		58%		Maximum	
		Non-Medicare	Medicare	Non-Medicare	Medicare	Non-Medicare	Medicare	Non-Medicare	Medicare
	Retiree	$ 478.46	$ 236.08	$ 515.26	$ 254.24	$ 533.66	$ 263.32	$ 591.23	$ 291.72
	Retiree +1 Dependent	$ 1,009.54	$ 499.74	$ 1,087.20	$ 538.18	$ 1,126.03	$ 557.40	$ 1,253.07	$ 620.29
	Retiree +2 Dependents	$ 1,285.47		$ 1,384.35		$ 1,433.79		$ 1,757.27	
	Retiree +3 Dependents	$ 1,561.40		$ 1,681.51		$ 1,741.56		$ 2,261.47	
15 - 19 years		56%		58%		60%		Maximum	
		Non-Medicare	Medicare	Non-Medicare	Medicare	Non-Medicare	Medicare	Non-Medicare	Medicare
	Retiree	$ 515.26	$ 254.24	$ 533.66	$ 263.32	$ 552.07	$ 272.40	$ 591.23	$ 291.72
	Retiree +1 Dependent	$ 1,087.20	$ 538.18	$ 1,126.03	$ 557.40	$ 1,164.86	$ 576.62	$ 1,253.07	$ 620.29
	Retiree +2 Dependents	$ 1,384.35		$ 1,433.79		$ 1,483.23		$ 1,757.27	
	Retiree +3 Dependents	$ 1,681.51		$ 1,741.56		$ 1,801.61		$ 2,261.47	
10 - 14 years		Maximum		Maximum		Maximum		Maximum	
		Non-Medicare	Medicare	Non-Medicare	Medicare	Non-Medicare	Medicare	Non-Medicare	Medicare
	Retiree	$ 591.23	$ 291.72	$ 591.23	$ 291.72	$ 591.23	$ 291.72	$ 591.23	$ 291.72
	Retiree +1 Dependent	$ 1,253.07	$ 620.29	$ 1,253.07	$ 620.29	$ 1,253.07	$ 620.29	$ 1,253.07	$ 620.29
	Retiree +2 Dependents	$ 1,757.27		$ 1,757.27		$ 1,757.27		$ 1,757.27	
	Retiree +3 Dependents	$ 2,261.47		$ 2,261.47		$ 2,261.47		$ 2,261.47	

Monthly Pension Earnings		
Quartile	Minimum	Maximum
Q1	$ -	$ 1,620.00
Q2	$ 1,620.01	$ 2,973.22
Q3	$ 2,973.23	$ 4,601.32
Q4	$ 4,601.33	or greater

* Rates are base on the commingled experience of the retiree group with the claims experience of the active employees in accordance with F.S. 112.0801.

POS

Retiree Sliding Scale Insurance Premium Rates 2016

Years of Service		Q1		Q2		Q3		Q4	
25 + years		50%		52%		56%		Maximum	
		Non-Medicare	Medicare	Non-Medicare	Medicare	Non-Medicare	Medicare	Non-Medicare	Medicare
	Retiree	$ 398.98	$ 194.98	$ 414.94	$ 202.78	$ 446.86	$ 218.38	$ 505.53	$ 247.05
	Retiree +1 Dependent	$ 840.97	$ 412.50	$ 874.60	$ 429.00	$ 941.88	$ 462.00	$ 1,069.07	$ 524.39
	Retiree +2 Dependents	$ 1,063.21		$ 1,105.73		$ 1,190.79		$ 1,491.41	
	Retiree +3 Dependents	$ 1,285.45		$ 1,336.87		$ 1,439.70		$ 1,913.75	
20 - 24 years		52%		56%		58%		Maximum	
		Non-Medicare	Medicare	Non-Medicare	Medicare	Non-Medicare	Medicare	Non-Medicare	Medicare
	Retiree	$ 414.94	$ 202.78	$ 446.86	$ 218.38	$ 462.82	$ 226.18	$ 505.53	$ 247.05
	Retiree +1 Dependent	$ 874.60	$ 429.00	$ 941.88	$ 462.00	$ 975.52	$ 478.50	$ 1,069.07	$ 524.39
	Retiree +2 Dependents	$ 1,105.73		$ 1,190.79		$ 1,233.32		$ 1,491.41	
	Retiree +3 Dependents	$ 1,336.87		$ 1,439.70		$ 1,491.12		$ 1,913.75	
15 - 19 years		56%		58%		60%		Maximum	
		Non-Medicare	Medicare	Non-Medicare	Medicare	Non-Medicare	Medicare	Non-Medicare	Medicare
	Retiree	$ 446.86	$ 218.38	$ 462.82	$ 226.18	$ 478.78	$ 233.98	$ 505.53	$ 247.05
	Retiree +1 Dependent	$ 941.88	$ 462.00	$ 975.52	$ 478.50	$ 1,009.16	$ 495.00	$ 1,069.07	$ 524.39
	Retiree +2 Dependents	$ 1,190.79		$ 1,233.32		$ 1,275.85		$ 1,491.41	
	Retiree +3 Dependents	$ 1,439.70		$ 1,491.12		$ 1,542.54		$ 1,913.75	
10 - 14 years		Maximum		Maximum		Maximum		Maximum	
		Non-Medicare	Medicare	Non-Medicare	Medicare	Non-Medicare	Medicare	Non-Medicare	Medicare
	Retiree	$ 505.53	$ 247.05	$ 505.53	$ 247.05	$ 505.53	$ 247.05	$ 505.53	$ 247.05
	Retiree +1 Dependent	$ 1,069.07	$ 524.39	$ 1,069.07	$ 524.39	$ 1,069.07	$ 524.39	$ 1,069.07	$ 524.39
	Retiree +2 Dependents	$ 1,491.41		$ 1,491.41		$ 1,491.41		$ 1,491.41	
	Retiree +3 Dependents	$ 1,913.75		$ 1,913.75		$ 1,913.75		$ 1,913.75	

Monthly Pension Earnings		
Quartile	Minimum	Maximum
Q1	$ -	$ 1,620.00
Q2	$ 1,620.01	$ 2,973.22
Q3	$ 2,973.23	$ 4,601.32
Q4	$ 4,601.33	or greater

* Rates are base on the commingled experience of the retiree group with the claims experience of the active employees in accordance with F.S. 112.0801.

HMO

Retiree Sliding Scale Insurance Premium Rates 2016

Years of Service		Q1		Q2		Q3		Q4	
25 + years		50%		52%		56%		Maximum	
		Non-Medicare	Medicare	Non-Medicare	Medicare	Non-Medicare	Medicare	Non-Medicare	Medicare
	Retiree	$ 396.09		$ 411.93		$ 443.62		$ 491.33	
	Retiree +1 Dependent	$ 836.50		$ 869.95		$ 936.87		$ 1,042.29	
	Retiree +2 Dependents	$ 1,049.55		$ 1,091.53		$ 1,175.49		$ 1,447.16	
	Retiree +3 Dependents	$ 1,262.59		$ 1,313.09		$ 1,414.10		$ 1,852.02	
20 - 24 years		52%		56%		58%		Maximum	
		Non-Medicare	Medicare	Non-Medicare	Medicare	Non-Medicare	Medicare	Non-Medicare	Medicare
	Retiree	$ 411.93		$ 443.62		$ 459.46		$ 491.33	
	Retiree +1 Dependent	$ 869.95		$ 936.87		$ 970.33		$ 1,042.29	
	Retiree +2 Dependents	$ 1,091.53		$ 1,175.49		$ 1,217.47		$ 1,447.16	
	Retiree +3 Dependents	$ 1,313.09		$ 1,414.10		$ 1,464.60		$ 1,852.02	
15 - 19 years		56%		58%		60%		Maximum	
		Non-Medicare	Medicare	Non-Medicare	Medicare	Non-Medicare	Medicare	Non-Medicare	Medicare
	Retiree	$ 443.62		$ 459.46		$ 475.30		$ 491.33	
	Retiree +1 Dependent	$ 936.87		$ 970.33		$ 1,003.79		$ 1,042.29	
	Retiree +2 Dependents	$ 1,175.49		$ 1,217.47		$ 1,259.45		$ 1,447.16	
	Retiree +3 Dependents	$ 1,414.10		$ 1,464.60		$ 1,515.10		$ 1,852.02	
10 - 14 years		Maximum		Maximum		Maximum		Maximum	
		Non-Medicare	Medicare	Non-Medicare	Medicare	Non-Medicare	Medicare	Non-Medicare	Medicare
	Retiree	$ 491.33		$ 491.33		$ 491.33		$ 491.33	
	Retiree +1 Dependent	$ 1,042.29		$ 1,042.29		$ 1,042.29		$ 1,042.29	
	Retiree +2 Dependents	$ 1,447.16		$ 1,447.16		$ 1,447.16		$ 1,447.16	
	Retiree +3 Dependents	$ 1,852.02		$ 1,852.02		$ 1,852.02		$ 1,852.02	

Monthly Pension Earnings		
Quartile	Minimum	Maximum
Q1	$ -	$ 1,620.00
Q2	$ 1,620.01	$ 2,973.22
Q3	$ 2,973.23	$ 4,601.32
Q4	$ 4,601.33	or greater

* Rates are base on the commingled experience of the retiree group with the claims experience of the active employees in accordance with F.S. 112.0801.

(This page intentionally left blank)

Authorized Positions

Full Time Equivalent Employees	FY2012	FY2013	FY2014	FY2015	FY2016
Town Manager's Office					
Town Manager	1.000	1.000	1.000	1.000	1.000
Deputy Town Manager	1.000	1.000	1.000	1.000	1.000
Director of Recreation and Special Projects	0.100	0.100	0.100	0.100	-
Executive Assistant	1.000	1.000	1.000	1.000	1.000
Administrative Assistant	2.000	2.000	2.000	2.000	2.000
	5.100	5.100	5.100	5.100	5.000
Information Systems					
Information Systems Manager	1.000	1.000	1.000	1.000	1.000
Information Systems Analyst	1.000	1.000	1.000	3.000	3.000
GIS Coordinator	1.000	1.000	1.000	1.000	1.000
Information Systems Specialist	3.000	3.000	3.000	3.000	3.000
	6.000	6.000	6.000	8.000	8.000
Human Resources					
Director of Human Resources	0.800	0.776	0.776	0.776	0.776
Assistant Director of Human Resources	0.600	0.600	0.600	0.600	0.600
Occupational Health Nurse	1.000	1.000	1.000	1.000	0.500
Human Resources Analyst	0.900	0.900	0.900	0.900	1.900
Human Resources Coordinator	0.350	0.350	0.350	0.350	0.350
Human Resources Assistant	0.500	0.375	0.375	0.630	0.625
Office Assistant II/OHC	0.370	0.375	0.375	0.375	0.375
	4.520	4.376	4.376	4.631	5.126
Finance					
Finance Director	0.950	0.926	0.926	0.926	0.850
Assistant Finance Director	1.000	0.981	0.981	0.981	0.975
Town Clerk	1.000	1.000	1.000	1.000	1.000
Deputy Town Clerk	-	-	-	-	1.000
Document Management Coordinator	1.000	1.000	1.000	1.000	-
Office Assistant III	1.000	1.000	1.000	1.000	1.000
Accounting Supervisor	1.000	0.977	0.977	0.977	0.950
Accounting Assistant	3.000	3.000	3.000	3.000	2.000
Accounting Clerk	2.000	1.988	1.988	1.988	2.988
Payroll Specialist	1.000	0.769	0.769	0.769	0.800
Purchasing Manager	1.000	1.000	1.000	1.000	1.000
Assistant Purchasing Manager	1.000	1.000	1.000	1.000	1.000
Buyer	1.000	1.000	1.000	1.000	1.500
Purchasing Technician	1.000	1.000	1.000	1.000	1.000
Public Works Purchasing Coordinator	0.500	0.500	0.500	0.500	-
Purchasing Coordinator	-	1.000	1.000	1.000	1.000
Warehouse Coordinator	1.000	1.000	1.000	1.000	1.000
Driver/Warehouse Assistant I	0.500	-	-	-	0.500
	17.950	18.141	18.141	18.141	18.563
Planning, Zoning and Building					
Director Planning, Zoning and Building	1.000	1.000	1.000	1.000	1.000
Assistant Director PZB	1.000	1.000	1.000	1.000	1.000
Zoning Administrator	1.000	1.000	1.000	1.000	1.000
Zoning Technician	-	-	-	-	1.000
Administrative Aide	1.000	1.000	1.000	1.000	1.000
Planning Administrator	1.000	1.000	1.000	1.000	1.000
Commission Clerk	-	-	-	-	0.500
Document Management Coordinator	-	-	-	-	1.000
Development Review Specialist	1.000	1.000	1.000	1.000	0.500

Authorized Positions

Full Time Equivalent Employees	FY2012	FY2013	FY2014	FY2015	FY2016
Development Permit Coordinator	2.000	3.000	3.000	3.000	3.000
Building Official	1.000	1.000	1.000	1.000	1.000
Chief Construction Inspectors	3.000	3.000	3.000	3.000	3.000
Development Geoprocessor Technician	1.000	1.000	1.000	1.000	1.000
Office Assistant III	1.000	1.000	1.000	1.000	-
Development Review Coordinator	1.000	-	-	-	-
Project Engineer	1.000	1.000	1.000	1.000	1.000
Combination Building Inspector	2.000	2.000	2.000	2.000	2.000
Parking/Code Enforcement Manager	0.500	0.500	0.500	0.500	0.500
Parking/Code Enforcement Specialist	0.750	0.750	0.750	0.750	0.750
Lead Code Compliance Officer II	1.000	1.000	1.000	1.000	-
Code Compliance Officer I	1.500	1.000	1.000	1.000	2.000
Office Manager	1.000	1.000	1.000	1.000	1.000
Division Chief - Fire Marshal	1.000	1.000	1.000	1.000	1.000
Assistant Fire Marshal	1.000	1.000	1.000	1.000	-
Fire Inspector	-	-	-	-	1.000
Combination Plan Reviewer	1.000	1.000	1.000	2.000	2.000
Office Assistant II	1.000	1.000	1.000	1.000	1.000
	26.750	26.250	26.250	27.250	28.250
Fire-Rescue					
Director of Public Safety	0.500	0.500	0.500	0.500	0.500
Deputy Fire-Rescue Chief	1.000	1.000	1.000	1.000	1.000
Assistant Fire-Rescue Chief	1.000	1.000	1.000	1.000	1.000
Office Manager	1.000	1.000	1.000	1.000	1.000
Administrative Coordinator	1.000	1.000	1.000	1.000	1.000
Medical Billing Specialist	1.000	1.000	-	-	-
Battalion Chief	3.000	3.000	3.000	3.000	3.000
Division Chief - EMS Coordinator	1.000	1.000	1.000	1.000	1.000
Lieutenant	17.000	15.000	15.000	18.000	18.000
Firefighter Driver/Engineer	15.000	15.000	15.000	12.000	12.000
Firefighter	30.000	30.000	27.000	27.000	27.000
Fleet Manager	0.200	0.200	0.200	0.200	0.200
Master Mechanic	1.200	0.200	0.200	0.200	0.200
Supervisor Lifeguard	-	-	1.000	1.000	1.000
Assistant Supervisor Lifeguard	2.000	1.000	-	-	-
Lifeguard	7.000	5.000	5.000	5.000	5.000
Lifeguard On-Call	-	3.000	3.000	3.000	3.000
Division Chief - Training and Safety	1.000	1.000	1.000	1.000	1.000
	82.900	79.900	75.900	75.900	75.900
Police					
Director of Public Safety	0.500	0.500	0.500	0.500	0.500
Deputy Police Chief	1.000	1.000	1.000	1.000	1.000
Major	1.000	1.000	-	-	-
Captain	5.000	5.000	5.000	5.000	5.000
Lieutenant	-	-	2.000	2.000	2.000
Sergeant	12.000	11.000	10.000	10.000	10.000
Police Planner	1.000	1.000	1.000	1.000	1.000
Administrative Assistant	1.000	1.000	1.000	1.000	1.000
Office Assistant II	3.000	3.000	3.000	2.000	2.000
Police Officer	50.000	50.000	50.000	50.000	50.000
Records Information Systems Manager	1.000	1.000	1.000	1.000	1.000
Records Assistant I	1.000	1.000	1.000	1.000	1.000
Training & Community Relations Coordinator	-	1.000	1.000	1.000	1.000
Lead Telecommunications Supervisor	1.000	1.000	1.000	1.000	1.000

Authorized Positions

Full Time Equivalent Employees	FY2012	FY2013	FY2014	FY2015	FY2016
Telecommunications Supervisor	2.000	2.000	3.000	3.000	3.000
Telecommunicator	10.000	10.500	9.500	10.500	10.500
Call-Taker	1.000	1.000	1.000	1.000	1.000
Crime Scene Evidence Tech II	1.000	1.000	1.000	1.000	1.000
Master Mechanic	0.800	0.800	0.800	0.800	0.800
Crime Scene Evidence Manager	1.000	1.000	1.000	1.000	1.000
Lead Parking Enforcement Officer	1.000	1.000	1.000	1.000	1.000
Parking Enforcement Officer	6.000	6.000	6.000	6.000	6.000
Parking/Code Enforcement Manager	0.500	0.500	0.500	0.500	0.500
Parking/Code Enforcement Specialist	0.250	0.250	0.250	0.250	0.250
Fleet Manager	0.800	0.800	0.800	0.800	0.800
Crime Intelligence Analyst	1.000	1.000	1.000	1.000	1.000
Crime Prevention Specialist	1.000	1.000	-	-	-
	103.850	104.350	103.350	103.350	103.350
Public Works					
Director of Public Works	1.000	1.000	1.000	1.000	1.000
Assistant Director of Public Works	1.000	1.000	1.000	1.000	1.000
Office Assistant II	4.000	4.000	5.000	5.000	5.000
Records Maintenance Assistant	0.500	1.000	-	-	-
Buyer	-	-	-	-	0.500
Public Works Purchasing Coordinator	0.500	0.500	0.500	0.500	-
Senior Project Engineer	1.000	1.000	1.000	1.000	1.000
Public Works System Specialist	1.000	1.000	1.000	1.000	1.000
Public Works Inspector	1.000	1.500	1.500	1.500	1.500
Town Engineer	1.000	1.000	1.000	1.000	1.000
Coastal Coordinator	1.000	1.000	1.000	1.000	-
Project Engineer	2.000	2.000	2.000	2.000	2.000
Engineering Technical Support Specialist	-	-	-	-	1.000
Managers	4.000	detailed	detailed	detailed	detailed
Office Manager		1.000	1.000	1.000	1.000
Facilities Maintenance Division Manager		1.000	0.960	0.960	0.960
Services Division Manager		1.000	1.000	1.000	1.000
Water Resources Division Manager		1.000	1.000	1.000	1.000
Supervisors	5.860	detailed	detailed	detailed	detailed
Electrician Supervisor		0.960	0.977	0.977	0.977
General Maintenance Supervisor		0.950	0.910	0.908	0.908
Maintenance Mechanic Unit Supervisor		1.000	-	-	-
Operations Supervisor/WRD		-	1.000	1.000	1.000
Streets/Parks Supervisor		0.950	0.984	0.984	0.984
Supervisor/Sanitation		1.000	1.000	1.000	1.000
Supervisor/Trash		1.000	1.000	1.000	1.000
Electrician II	2.850	2.900	2.931	2.928	-
Industrial Electrician	-	-	-	-	2.931
Mechanics	7.500	detailed	detailed	detailed	detailed
Mechanic I		2.500	0.500	0.500	1.000
Mechanic II		1.000	-	-	-
Mechanic III		2.000	2.000	2.000	2.000
Mechanic IV		1.000	1.000	1.000	1.000
Equipment Operators	37.960	detailed	detailed	detailed	detailed
Crane Operator		3.000	3.000	3.000	3.000
Equipment Operator I		22.000	21.000	21.000	21.000
Equipment Operator II		3.000	2.000	2.000	2.000

Authorized Positions

Full Time Equivalent Employees	FY2012	FY2013	FY2014	FY2015	FY2016
Equipment Operator 20yd/60yd		1.000	1.000	1.000	1.000
Equipment Operator III		1.000	1.000	1.000	1.000
Irrigation and Spray Technician		0.960	0.984	0.984	0.984
Refuse Disposal Operator		1.000	1.000	1.000	1.000
Wastewater Operator I		7.000	-	-	-
Wastewater Operator II		1.000	-	-	-
Water Resource Technician I		1.000	11.000	11.000	11.000
Water Resource Technician II		-	3.000	3.000	3.000
Laborers	11.000	detailed	detailed	detailed	detailed
Parks Laborer		2.000	2.000	2.000	-
Laborer I		8.000	8.000	8.000	8.000
Parks Technician	-	-	-	-	2.000
Building Maintenance Worker	0.900	1.900	1.822	1.825	1.822
Tree Trimmer	1.880	-	-	-	-
Street & Sign Painter	0.900	0.900	0.974	0.974	0.974
	86.850	88.020	88.042	88.040	88.540
Coastal Management Fund					
Coastal Coordinator	-	-	-	-	1.000
	-	-	-	-	1.000
Recreation Enterprise Fund					
Dockmaster	1.000	1.000	1.000	1.000	1.000
Dock Attendant	2.120	1.500	1.500	1.500	1.836
Dock Hand	-	0.645	0.850	0.215	0.200
Office Manager	1.000	1.000	1.000	1.000	1.000
Office Assistant I	-	-	0.750	-	-
Office Assistant II	-	-	-	1.000	1.000
Tennis Facilities Supervisor	1.000	1.000	1.000	1.000	1.000
Tennis Facilities Assistant	1.000	1.000	1.000	1.000	1.000
Tennis Attendant	1.650	2.155	2.249	1.755	1.559
Laborer	-	-	-	-	0.911
Laborer - Tennis	0.100	0.468	0.641	0.400	-
Recreation Supervisor	2.000	2.000	2.000	2.000	2.000
Maintenance Worker	1.000	1.000	1.000	1.000	1.000
Laborer - Recreation	0.300	0.550	0.550	0.490	-
Registration Clerk - Recreation	0.160	-	-	-	-
Bus Driver	0.480	0.490	0.500	0.480	0.480
Activity Leader	3.440	3.491	3.760	2.983	2.983
Director of Recreation and Special Projects	0.900	0.900	0.900	0.900	-
Director of Recreation	-	-	-	-	1.000
Assistant Director of Recreation	2.000	1.000	1.000	1.000	1.000
Golf Manager	1.000	1.000	1.000	1.000	1.000
Golf Course Superintendent	1.000	1.000	1.000	1.000	1.000
Crew Forman/Irrigation Specialist	-	-	-	-	1.000
Pro-Shop Assistant	-	-	-	1.000	1.000
Part-Time Pro-Shop Assistant	-	-	-	0.500	0.610
Golf Course Facility Supervisor	1.000	1.000	1.000	-	-
Golf Course Mechanic	1.000	1.000	1.000	1.000	1.000
Equipment Operator	1.150	1.200	0.450	0.500	0.500
Registration Clerk I	1.260	0.694	0.721	-	-
Senior Golf Associate	-	-	-	1.000	1.000
Golf Course Attendant	0.500	1.225	1.220	0.750	0.750
Golf Course Associate	-	-	0.259	1.110	1.257
Public Works Employees	0.650	0.480	0.358	0.460	0.460
	25.710	25.798	26.708	26.043	27.546

Authorized Positions

Full Time Equivalent Employees	FY2012	FY2013	FY2014	FY2015	FY2016
Self Insurance Fund - Risk					
Risk Manager	1.000	1.000	1.000	1.000	1.000
Occupational Health Nurse	-	-	-	-	0.160
	1.000	1.000	1.000	1.000	1.160
Self Insurance Fund - Health					
Director of Human Resources	0.100	0.100	0.100	0.100	0.100
Assistant Director of Human Resources	0.200	0.200	0.200	0.200	0.200
Human Resources Coordinator	0.330	0.320	0.320	0.320	0.320
Human Resource Analyst	0.050	0.050	0.050	0.050	0.050
Occupational Health Nurse	-	-	-	-	0.170
Office Assistant II/OHC	0.120	0.125	0.125	0.125	0.125
	0.800	0.795	0.795	0.795	0.965
Retirement Fund					
Director of Human Resources	-	0.024	0.024	0.024	0.024
HR Assistant	0.500	0.375	0.375	0.370	0.375
Finance Director	-	0.024	0.024	0.024	0.100
Assistant Finance Director	-	0.019	0.019	0.019	0.025
Accounting Supervisor	-	0.023	0.023	0.023	0.050
Payroll Specialist	-	0.231	0.231	0.231	0.200
Accounting Clerk	-	0.012	0.012	0.012	0.012
	0.500	0.708	0.708	0.703	0.786
OPEB Trust					
Director of Human Resources	0.100	0.100	0.100	0.100	0.100
Human Resource Analyst	0.050	0.050	0.050	0.050	0.050
Assistant Director of Human Resources	0.200	0.200	0.200	0.200	0.200
Human Resources Coordinator	0.320	0.330	0.330	0.330	0.330
Occupational Health Nurse	-	-	-	-	0.170
Finance Director	0.050	0.050	0.050	0.050	0.050
	0.720	0.730	0.730	0.730	0.900
Grand Total	362.650	361.168	357.100	359.683	365.086

Town of Palm Beach
Donation Reserve Account Summary
Year Ended 9/30/15

Donation Account	Balance at 9/30/14	Revenues	Expenditures	Encumbrances	Balance at 9/30/15
Finance	130.17		85.20		44.97
Fire-Rescue	69,107.75	53,291.49	79,940.56	3,531.15	38,927.53
Fire Public Education	20,602.77				20,602.77
Fire Athletic Activities	-				-
Co-Worker Recognition Program	39,481.60	48,465.00	76,113.13	3,886.87	7,946.60
Employee of the Year Award	1,750.00	1,750.00	3,500.00		-
Town Scholarship Fund	3,000.00				3,000.00
Employee Wellness	75,000.00				75,000.00
Police Department	162,672.46	212,700.00	222,320.01	5,775.64	147,276.81
DuPont Training	3,359.37		894.95		2,464.42
Marine Unit Equipment	-				-
PBCA Raymond J. Kunkel Award	-				-
Police Softball League	9,579.39		300.00		9,279.39
Crime Scene Equipment	-				-
Crime Watch	-	83,148.27	74,595.30	2,736.19	5,816.78
Community Camera & Security Ptrshp	-	42,500.00			42,500.00
Public Works Department	14,959.29	5,120.00	3,057.64		17,021.65
Town Beautification	43,664.98	2,722.96	10,413.92	1,282.00	34,692.02
Tangier/N. County Road Improvement	2,415.36				2,415.36
Ibis Isle Project	(0.00)				(0.00)
S County Rd Beautification	1,958.08				1,958.08
Royal Poinciana Beautification	-				-
Ibis Bridge Sand Dredging	-				-
LW Lagoon Dredging	43,441.17		24,547.18	12,990.72	5,903.27
MidTown Bathrooms	31,716.96				31,716.96
Planning, Zoning & Building	50.00				50.00
Recreation Department	10,372.67	10,573.59	8,965.01		11,981.25
July 4th Celebration	(0.00)				(0.00)
PW - Safety Program	-	291.00			291.00
Employee Fitness Center	21,747.11		3,322.09		18,425.02
Undesignated Donations	6,242.32	1,750.00	1,593.00		6,399.32
Bicentennial Eagle	-				-
Holiday Decorations	48,675.42	8,333.33	4,120.00	-	52,888.75
Employee Events	109.77	14,206.18			14,315.95
Elwell Retirement Party	-	17,686.41	17,547.74		138.67
Drinking Fountain	2,500.00				2,500.00
Wall of Honor	(1,593.00)	1,593.00			-
Police Scholarship Fund	1,000.00				1,000.00
	611,943.64	504,131.23	531,315.73	30,202.57	554,556.57

Town of Palm Beach, Florida

Subject Policy: Fund Balance

Approved: August 9, 2011

Update: July 12, 2012

Purpose: The Town hereby establishes and will maintain Fund Balance, as defined herein, in accordance with Governmental Accounting and Financial Standards Board Statement No. 54, *Fund Balance Reporting and Governmental Fund Type Definitions*. Fund Balance shall be composed of non-spendable, restricted, committed, assigned and unassigned amounts.

A Fund Balance Policy is adopted to establish a level of funding that protects against unanticipated events that would adversely affect the financial condition of the Town and jeopardize the continuation of necessary public services. The policy also is established to secure and maintain investment-grade credit ratings, meet seasonal shortfalls in cash flow, and guard against revenue shortfalls. Fund balance information is used to identify the available resources for tax stabilization or enhance the financial position of the Town, in accordance with policies established by the Town Council.

This Fund Balance Policy establishes:

a) Fund balance policy for the general fund;
b) Reservations of fund balance for the general fund;
c) The method of budgeting the amount of estimated unrestricted fund balance available for appropriation during the annual budget adoption process (prior to the actual, audited fund balance being known); and
d) Establish a spending order of fund balances.

Fund Balance Policy:

1. Restricted Fund Balance –Amounts that can be spent only for specific purposes stipulated by (a) external resource providers such as creditors (by debt covenants), grantors, contributors, or laws or regulations of other governments; or (b) imposed by law through constitutional provisions or enabling legislation will be budgeted and reported in special revenue funds,

capital project funds or debt service funds. There is no restricted fund balance in the General Fund.

2. Committed Fund Balance – Commitment of fund balance may be made for such purposes including, but not limited to, a) major maintenance and repair projects; b) meeting future obligations resulting from a natural disaster; c) accumulating resources pursuant to stabilization arrangements; d) establishing reserves for disasters; and/or e) for setting aside amounts for specific projects or purposes.

   Commitment of fund balance may be made from time-to-time by ordinance of the Town Council. Commitments may be changed or lifted only by the Town Council taking the same formal action that imposed the constraint originally (ordinance). The use of committed fund balances will be considered in conjunction with the annual budget adoption process or by budget amendment approved by Ordinance of the Town Council during the fiscal year.

3. Assigned Fund Balance – Assignment of fund balance may be a) made for a specific purpose that is narrower than the general purposes of the government itself; and/or b) used to reflect the appropriation of a portion of existing unassigned fund balance to eliminate a projected deficit in the subsequent year's budget in an amount no greater than the projected excess of expected expenditures over expected revenues.

   Assigned fund balance shall reflect management's intended use of resources as set forth in the annual budget (and any amendments thereto). Assigned fund balance may or may not be appropriated for expenditure in the subsequent year depending on the timing of the project/reserve for which it was assigned.

4. Non-Spendable Fund Balance – Non-spendable fund balance is established to report items that are not expected to be converted to cash such as inventory and prepaid items; items not currently in cash form such as the long-term amount of loans and notes receivable; and, items legally or contractually required to be maintained intact.

5. Minimum Level of Unassigned Fund Balance – Unassigned fund balance is the residual classification for the general fund and represents fund balance that has not been restricted, committed or assigned to specific purposes within the general fund. The Town will maintain a minimum level of 25% of general fund operating expenditures.

If after the annual audit, prior committed or assigned fund balance causes the unassigned fund balance to fall below 25% of general fund operating expenditures, the Town Manager will so advise the Town Council in order for necessary action to be taken to restore the unassigned fund balance to 25% of General Fund operating expenditures.

The Town Manager will prepare and submit a plan to the Town Council, that may include expenditure reductions, revenue increases, use of non-recurring revenues, budget surpluses and excess resources in other funds to restore fund balance to the minimum level. The Town shall take action necessary to restore the unassigned fund balance to acceptable levels within two years.

When an expenditure is incurred for purposes for which both restricted and unrestricted (committed, assigned, or unassigned) amounts are available, it is the Town's policy to reduce restricted amounts first. When an expenditure is incurred for purposes for which amounts in any of the unrestricted fund balance classifications could be used, it is the Town's policy to reduce committed amounts first, followed by assigned amounts, then unassigned amounts.

Reservations of Fund Balance (General Fund)

Committed Fund Balance – There are no current commitments of fund balance in the General Fund.

Assigned Fund Balance

The Town Council hereby establishes the following assignment of fund balance in the General Fund:

a) East Central Regional Wastewater Treatment Facility Debt Service – A reserve equal to the Town's portion of the future debt service on the 1993 loan for the improvements to the East Central Regional Wastewater Treatment Facility. The reserve will be adjusted annually to reflect the outstanding debt service.

b) Compensated Absence Reserve – To fund the value of accrued compensated absences. The reserve includes accrued vacation, sick time and compensatory time and related payroll tax liability. The reserve will be adjusted annually during the year-end process and will be funded at a rate of 100% of the fiscal year end accrued balance. The Town Council will annually give consideration to appropriate funds from this reserve based upon estimated pay-outs of eligible accrued vacation, sick and compensatory time and the related payroll tax liability.

c) Assignment to Subsequent Year's Budget – The subsequent year's budget fund balance is assigned by the Town management as set forth in the annual budget (and any amendments thereto) to appropriate a portion of existing unassigned fund balance to eliminate projected deficit in the subsequent year's budget in an amount no greater than the projected excess of expected expenditures over expected revenues.

Budgeting

1. Appropriation of Unrestricted Fund Balance – The actual amount of unrestricted fund balance (total of committed fund balance assigned fund balance and unassigned fund balance) is not known until the completion of the annual audit which takes place within six months after the end of the fiscal year being audited. However, an estimate of unrestricted fund balance (also called estimated beginning fund balance) will be made and reported during the annual budget adoption process (June through September) which is prior to the end of the fiscal year, September 30th.

2. Estimated Beginning Fund Balance – In order to achieve the most accurate estimate possible, the Finance Department shall project both Sources of Funds (revenues, prior years unrestricted fund balances carried forward and other financing sources) and Uses of Funds (operating and non-operating expenditures), including accruals, for each governmental fund through September 30th of the current fiscal year. These projections will be shown for each fund in the proposed and final budget documents. The difference between the estimated actual sources of funds and estimated actual uses of funds is the calculated estimated beginning fund balance for the subsequent fiscal year. If planned for use in the subsequent fiscal year, committed and assigned fund balance may be included in the estimated beginning fund balance.

3. Estimated Ending Fund Balance – For the year being budgeted, a calculation of estimated ending fund balance shall be made. This calculation shall be the difference between the budgeted sources of funds and the budgeted uses of funds as described above.

   If after the annual audit, the actual general fund unassigned fund balance is greater than 25% of operating expenditures in the general fund, the excess may be used in one or a combination of the following ways:

   a) Left in the general fund to earn interest and roll forward into the subsequent year's beginning fund balance;

b) Appropriated by the Town Council for a one-time expenditure or opportunity that does not increase recurring operating costs; or
c) Temporary revenue shortfalls or unpredicted one-time expenditures due to a severe economic downturn or other major event(s) affecting the General Fund.

Spending Order of Fund Balances: The Town will use excess unassigned fund balance first before spending any of the unassigned fund balance below 25%.

Annual Review and Determination of Fund Balance Policy: Compliance with the provisions of this policy shall be reviewed as a part of the annual budget adoption process, and the estimated amounts of restricted, committed assigned, non-spendable and minimum level of unassigned fund balance shall be determined during this process. The Town Manager will report the preliminary status of fund balance in the annual budget.

Responsibility: It will be the responsibility of the Town Manager and the Finance Director to implement this policy.

Effective Date: This policy shall take effect immediately upon adoption and will be applied beginning with the preparation of the Town's September 30, 2012 Comprehensive Annual Financial Report and adoption of the Town's Fiscal Year 2012-2013 Budget.

Update: Update shall take effect immediately upon adoption and will be applied with the preparation of the Town's September 30, 2013 Comprehensive Annual Financial Report.

DEFINITIONS

Fund Balance – As defined by the Governmental Accounting, Auditing and Financial Reporting of the Government Finance Officers Association, fund balance is "The difference between assets and liabilities reported in a governmental fund."

Non-Spendable Fund Balance – Amounts that are (a) not in a spendable form or (b) legally or contractually required to be maintained intact. "Not in spendable form" includes items that are not expected to be converted to cash (such as inventories and prepaid amounts) and items such as long-term amount of loans and notes receivable, as well as property acquired for resale. The principal of a permanent fund is an example of an amount that is legally or contractually required to be maintained intact.

Restricted Fund Balance – Amounts that can be spent only for specific purposes stipulated by (a) external resource providers such as creditors (by debt covenants), grantors, contributors, or laws or regulations or other governments; or (b) imposed by law through constitutional provisions or enabling legislation.

Committed Fund Balance – Amounts that can be used only for the specific purposes determined by a formal action (ordinance ~~or resolution~~) of the Town Council. Commitments may be changed of lifted only by the Town Council taking the same formal action (ordinance ~~or resolution~~) that imposed the constraint originally. Resources accumulated pursuant to stabilization arrangements sometimes are reported in this category.

Assigned Fund Balance – Includes spendable fund balance amounts established by management of the Town that are intended to be used for specific purposes that are neither considered restricted or committed.

Unassigned Fund Balance - Unassigned fund balance is the residual classification for the general fund and represents fund balance that has not been assigned to other funds and that has not been restricted, committed or assigned to specific purposes within the general fund. Unassigned fund balance may also include negative balances for any governmental fund if expenditures exceed amounts restricted, committed, or assigned for those specific purposes.

Unrestricted Fund Balance – The total of committed fund balance, assigned fund balance and unassigned fund balance.

Reservations of Fund Balance – Reserves established by the Town Council or by Town Management.

Town of Palm Beach, Florida

Subject Policy: Contingency Reserve - General Fund

Effective Date: October 1, 2001

Revised: October 1, 2005

Revised: October 1, 2007

Purpose: The purpose of this policy is to provide for a Contingency Reserve that will be appropriated annually for unanticipated expenditures of a nonrecurring nature and/or to meet unexpected increases in costs and provide a clear guideline restricting the use of the Contingency Reserve within the General Fund.

Policy: It is the policy of the Town of Palm Beach to annually appropriate a Contingency Reserve of 1.5% of the proposed General Fund budget from the Fund Balance of the General Fund, to address unexpected needs that occur throughout the year, subject to the formal affirmative vote of the Town Council. Examples of the use of this reserve may include:

1. Requests that could not be reasonably anticipated during the budget process for the current year and without funding would result in a detriment to the Town;

2. Unfunded federal/state mandates that require immediate funding;

3. Expenses that are offset by unbudgeted revenues that cannot be appropriated in the current year.

All requests will require a detailed justification to be submitted to the Town Manager, including a statement as to why it is in the Town's best interests to provide the requested funding prior to the next budget cycle.

Responsibility: It is the responsibility of the Town Manager and/or Finance Director to advise the Town Council when it may be appropriate to draw down this reserve, identifying the need(s) being met and the reason(s) that the expenditures cannot or should not wait until the next budget cycle.

Original Approval Date: August 14, 2001

Revision Approved: July 12, 2005

Second Revision Approved: August 6, 2007

Town of Palm Beach, Florida

Subject Policy: Designation of General Fund - Fund Balance for Payment of Liability Related to Compensated Absences Leave Balances

Effective Date: September 30, 2004

Purpose: The purpose of this policy is to designate a portion of the General Fund - Fund Balance to create a reserve to fund the value of accrued compensated absences. The reserve will significantly reduce the budgetary fluctuations due to the payout of accrued leave time to terminated or retired employees. The reserve will also fund Retirement Health Savings Plan contributions of vacation and sick time, and any expenditures relating to the plan.

Policy: It is the policy of the Town of Palm Beach to designate a portion of the Town's General Fund - Unassigned Fund Balance as a reserve for funding the value of accrued compensated absences. The reserve includes accrued vacation, sick time and compensatory time and related payroll tax liability. The designation will be adjusted annually during the year end process and will be funded at a rate of 100% of the fiscal year end accrued balance. The Town Council will annually give consideration to appropriate funds from this reserve based upon estimates of pay- outs of eligible accrued vacation, sick and compensatory time and the related payroll tax liability. In addition, funds may be appropriated from this reserve for employees that elect to use their vacation or sick time as a contribution to the Retirement Health Savings Plan. The reserve fund will be increased or decreased annually based upon the fiscal year end accrued balance. The annual appropriation for estimated pay-outs will be shown in the General Government program of the General Fund budget.

Responsibility: It is the responsibility of the Town Manager and the Finance Director to advise the Town Council annually during the budget process of the amount to be appropriated from this fund. In addition, the full reserve value will be shown as a designation of General Fund - Fund Balance in the Comprehensive Annual Financial Report. The Town Council has the authority to annually appropriate funds during the budget process for this purpose.

Approval Date: August 10, 2004

Town of Palm Beach, Florida

Subject Policy: Reserve for Encumbrances, Continuing Appropriations, and Prepaid Expenses

Effective Date: October 1, 2001

Purpose: In order to honor unpaid obligations, unfinished projects and prepaid expenses for the budget period, a reserve of fund balance will be established at the end of the fiscal year for encumbrances, continuing appropriations and prepaid expenses.

Policy: It is the policy of the Town of Palm Beach that at the end of every fiscal year a reserve will be established to designate fund balance in the amount equal to the Town's unpaid obligations, unfinished projects and prepaid expenses that carry over from one fiscal year to into the next. Departments shall encumber funds with a purchase order or with written approval by the Town Manager in a memorandum making the request.

Responsibility: It is the responsibility of the Town Manager and the Finance Director to implement this policy.

Approval Date: August 14, 2001

Town of Palm Beach, Florida

Subject Policy: Contingency Reserve - Capital Fund

Effective Date: October 1, 2001

Purpose: The purpose of this policy is to provide for a Contingency Reserve that will be appropriated annually for unanticipated expenditures of a nonrecurring nature and/or to meet unexpected increases in costs and provide a clear guideline for the use of the Contingency Reserve within the Capital Fund.

Policy: It is the policy of the Town of Palm Beach to annually appropriate a Contingency Reserve of 10% of the proposed Capital budget to address unexpected needs that occur throughout the year, subject to the formal affirmative vote of the Town Council. Examples of the use of this reserve may include:

1. Requests that could not be reasonably anticipated during the budget process for the current year and without funding would result in a detriment to the Town;

2. Expenses that are offset by unbudgeted revenues that cannot be appropriated in the current year;

3. Unforeseen expenses that would be more cost effective to be completed with a current project;

4. Expenses in excess of the budgeted contingency for any budgeted capital improvement project.

All requests will require a detailed justification to be submitted to the Town Manager, including a statement as to why it is in the Town's best interests to provide the requested funding prior to the next budget cycle.

Responsibility: It is the responsibility of the Town Manager and/or Finance Director to advise the Town Council when it may be appropriate to draw down this reserve, identifying the need(s) being met and the reason(s) that the expenditures cannot or should not wait until the next budget cycle.

Approval Date: August 14, 2001

Town of Palm Beach, Florida

Subject Policy: Equipment Replacement Reserve

Effective Date: October 1, 2001

Revised: September 30, 2006

Purpose: The purpose of this policy is to create a reserve to fund the replacement cost of existing equipment, vehicles and computers when they reach the end of their useful lives. The reserve will significantly reduce the budgetary fluctuations due to the purchase of large costly pieces of equipment. The reserve also established the fixed asset inventory and depreciation schedule as required by GASB34.

Policy: It is the policy of the Town of Palm Beach to maintain a reserve for funding the replacement costs of existing equipment, vehicles, and computers when they reach the end of their useful lives. The fund is to be maintained at a rate of 100% of accumulated depreciation based upon the estimated replacement cost of the assets in the fund. Funds will be drawn from this reserve to purchase replacement equipment that has been fully depreciated and must be replaced. New purchases (non replacement items) shall be appropriated in the requesting department's budget and added to the fixed asset listing when purchased. They will then be depreciated annually for replacement upon the end of the asset's useful life. The fund will receive an annual appropriated transfer from the General Fund equal to the annual depreciation amount on the assets held in the fund. The annual depreciation amount will be allocated to each department as an appropriated expenditure based on the assets held by the department.

The proceeds, net of costs, from the sale of surplus equipment from the equipment replacement fund shall be deposited in the equipment replacement fund.

Requests for replacement of equipment should be made annually through the budget process and should coincide with the 5 year equipment replacement plan. All requests will be reviewed for approval by the Town Manager.

Excess reserves in the fund that have built up over time may be used to fund new purchases (non replacement items). Distribution of the excess reserves for new purchases shall be a decision of the Town Manager and the requesting department's proportionate share of the funds assets will be a consideration in making distribution decisions.

Responsibility: It is the responsibility of the Town Manager and the Finance Director to advise the Town Council annually through the budget process of the items and dollar amount for each that will be purchased from the equipment replacement fund and to advise to the adequacy of the funding level of this reserve.

Approval Date: July 12, 2006

Town of Palm Beach, Florida

Subject Policy: Contingency Reserve - Equipment Replacement Fund

Effective Date: October 1, 2007

Revised: October 1, 2009

Purpose: The purpose of this policy is to provide for a Contingency Reserve that will be appropriated annually for unanticipated expenditures of a nonrecurring nature and/or to meet unexpected increases in costs and provide a clear guideline for the use of the Contingency Reserve within the Equipment Replacement Fund.

Policy: It is the policy of the Town of Palm Beach to annually appropriate a Contingency Reserve of $500,000, or an amount deemed necessary and prudent by the Town Manager as indicated in his/her annual budget proposal, from the net assets of the fund to address unexpected needs that may occur throughout the year. Examples of the use of this reserve may include:

Requests that could not be reasonably anticipated during the budget process for the current year.

Expenditures to replace unbudgeted equipment purchases that has been damaged or has become inoperable prior to the end of the useful life.

All requests for expenditures from this reserve will require a detailed justification to be submitted to the Town Manager for his/her prior approval, and the subsequent approval of the Town Council.

Responsibility: It is the responsibility of the Town Manager and/or Finance Director to advise the Town Council annually or as necessary on the use of this contingency reserve.

Approval Date: August 6, 2007

Revision Approved: July 14, 20

Town of Palm Beach, Florida

Subject Policy: Recreation Enterprise Fund Reserve

Effective Date: October 1, 2001

Purpose: The purpose of this policy is to establish an appropriate level of net assets in the Town's enterprise fund. Adequate levels of net assets will provide for unanticipated financial impacts as well as provide for one-time expenditures to improve the facilities.

Policy: It is the policy of the Town of Palm Beach that the Town maintain minimum net asset levels equal to 25% of the proposed budgeted revenues. The percentage represents three months of revenue.

Responsibility: It is the responsibility of the Town Manager and the Finance Director to implement this policy. The Town Manager will report regarding the status of the net assets in the annual budget message and/or in the Comprehensive Annual Financial Report.

Approval Date: August 14, 2001

Town of Palm Beach, Florida

Subject Policy: Dock Replacement Reserve – Recreation Enterprise Fund

Effective Date: October 1, 2002

Purpose: The purpose of this policy is to create a reserve to fund the replacement cost for the construction of the Town's docks when each of the three docks (at Brazilian, Australian, and Peruvian Avenues) reaches the end of its useful life. The reserve will significantly reduce, if not eliminate, the need for borrowing funds to finance the re-building of the docks.

Policy: It is the policy of the Town of Palm Beach to maintain a reserve for funding the replacement costs of the Town docks. The reserve fund is to be maintained at a rate of 100% of accumulated depreciation. Funds will be drawn from this reserve for the construction of new docks whenever it is determined that they must be replaced. The reserve fund will be increased by an annual appropriation equal to the annual depreciation and any interest earned on the reserve will be allocated to the account. The depreciation will be calculated using the straight line method with an estimated useful life of 25 years from the construction date for each dock.

An account will be established with the initial transfer on October 1, 2002, of the accumulated depreciation through September 30, 2002, from available funds.

Responsibility: It is the responsibility of the Town Manager and the Finance Director to advise the Town Council as to the adequacy of the funding level of this reserve. The Town Manager and Finance Director will recommend an appropriation of funds from this reserve to the Town Council whenever it is necessary for construction of a replacement dock(s) is to take place.

Approval Date: August 13, 2002

Town of Palm Beach, Florida

Subject Policy: Contingency Reserve - Recreation Enterprise Fund

Effective Date: October 1, 2004

Purpose: The purpose of this policy is to provide for a Contingency Reserve that will be appropriated annually for unanticipated expenditures of a nonrecurring nature and provide a clear guideline restricting the use of the Contingency Reserve within the Recreation Enterprise Fund.

Policy: It is the policy of the Town of Palm Beach to annually appropriate a Contingency Reserve of 5% of the proposed Recreation Enterprise Fund operating expense budget to address unexpected needs that occur throughout the year, subject to the formal affirmative vote of the Town Council. Examples of the use of this reserve may include:

1. Requests that could not be reasonably anticipated during the budget process for the current year and without funding would result in a detriment to the Town and/or the activities of the fund and,

2. Expenses that are offset by unbudgeted revenues that cannot be appropriated in the current year.

All requests will require a detailed justification to be submitted to the Town Manager, including a statement as to why it is in the Town's best interests to provide the requested funding prior to the next budget cycle.

Responsibility: It is the responsibility of the Town Manager and/or Finance Director to advise the Town Council when it may be appropriate to draw down this reserve, identifying the need(s) being met and the reason(s) that the expenditures cannot or should not wait until the next budget cycle.

Approval Date: August 10, 2004

Town of Palm Beach, Florida

Subject Policy: Contingency Reserve -Recreation Enterprise Fund - Capital Fund

Effective Date: October 1, 2005

Purpose: The purpose of this policy is to provide for a Contingency Reserve that will be appropriated annually for unanticipated expenditures of a nonrecurring nature and/or to meet unexpected increases in costs and provide a clear guideline for the use of the Contingency Reserve within the Recreation Enterprise Fund - Capital Fund.

Policy: It is the policy of the Town of Palm Beach to annually appropriate a Contingency Reserve of 5% of the proposed Recreation Enterprise Fund - Capital budget to address unexpected needs that occur throughout the year, subject to the formal affirmative vote of the Town Council. The contingency amount will be funded from the retained earnings of the Recreation Enterprise Fund - Capital Fund. Examples of the use of this reserve may include:

1. Requests that could not be reasonably anticipated during the budget process for the current year and without funding would result in a detriment to the Town;

2. Expenses that are offset by unbudgeted revenues that cannot be appropriated in the current year;

3. Unforeseen expenses that would be more cost effective to be completed with a current project;

4. Expenses in excess of the budgeted contingency for any budgeted capital improvement project.

All requests will require a detailed justification to be submitted to the Town Manager, including a statement as to why it is in the Town's best interests to provide the requested funding prior to the next budget cycle.

Responsibility: It is the responsibility of the Town Manager and/or Finance Director to advise the Town Council when it may be appropriate to draw down this reserve, identifying the need(s) being met and the reason(s) that the expenditures cannot or should not wait until the next budget cycle.

Approval Date: July 12, 2005

Town of Palm Beach, Florida

Subject Policy: Equipment Replacement Reserve - Recreation Enterprise Fund

Effective Date: October 1, 2005

Purpose: The purpose of this policy is to create a reserve within the Recreation Enterprise Fund to fund the replacement cost of existing equipment, vehicles and computers when they reach the end of their useful lives. The reserve will significantly reduce the budgetary fluctuations due to the purchase of large costly pieces of equipment. The reserve will also establish the fixed asset inventory and depreciation schedule as required by GASB34.

Policy: It is the policy of the Town of Palm Beach to maintain a reserve for funding the replacement costs of existing equipment, vehicles, and computers within the Recreation Enterprise Fund when they reach the end of their useful lives. The fund is to be maintained at a rate of 100% of accumulated depreciation based upon the estimated replacement cost of the assets in the fund. Funds will be drawn from this reserve to purchase replacement equipment that has been fully depreciated and must be replaced. New purchases (non replacement items) shall be appropriated in the requesting department's budget and added to the fixed asset listing when purchased. They will then be depreciated annually for replacement upon the end of the asset's useful life. The reserve fund will be increased by an annual appropriation equal to the annual depreciation. Any interest earned on the reserve will be allocated to the account. The annual depreciation amount will be allocated to each activity of the fund as an appropriated expense based on the assets held and used in the function of the activity.

The proceeds, net of costs, from the sale of surplus equipment from the Recreation Enterprise Fund shall be added to the reserve fund.

Requests for replacement of equipment should be made annually through the budget process and should coincide with the estimated useful life of the asset. All requests will be reviewed for approval by the Town Manager.

Excess reserves in the fund that have built up over time may be used to fund new purchases (non replacement items). Distribution of the excess reserves for new purchases shall be a decision of the Town Manager.

Responsibility: It is the responsibility of the Town Manager and the Finance Director to advise the Town Council annually through the budget process of the items and dollar amount for each asset that will be purchased from the equipment replacement fund and to advise to the adequacy of the funding level of this reserve.

Approval Date: July 12, 2005

Town of Palm Beach, Florida

Subject Policy: Recreation Enterprise Fund – Maintenance and Improvement Reserves

Effective Date: September 30, 2015

Purpose: The purpose of this policy is to create separate reserves within the Recreation Enterprise Fund to fund the costs of non-routine maintenance and improvement (M&I) projects at the Par 3 Golf Course and the Town tennis facilities. These reserves will significantly reduce the budgetary fluctuations due to the varying costs of these projects.

Policy: It is the policy of the Town of Palm Beach to maintain reserves for funding maintenance and improvement projects at the Par 3 Golf Course and tennis facilities. Funds will be drawn from these reserves to fund the cost of non-routine maintenance and improvement projects.

The reserves will be funded as follows:

Par 3 Golf Course Clubhouse Maintenance and Improvement Reserve:
The reserve will be funded on an annual basis with a transfer of 50% of the net income from the operations of the Par 3 Golf Course. (The net income will be calculated using revenues less the Par 3 Maintenance and Improvement income, less all operating expenses, debt service, and golf course equipment depreciation.)

Par 3 Golf Course Maintenance and Improvement Reserve:
This reserve will be funded on an annual basis with the total fees collected from the M&I fee charged for each round of golf.

Tennis Facility Maintenance and Improvement Reserve:
This reserve will be funded on an annual basis with the total fees collected from the M&I fee charged for each court fee (daily, annual, or 12 Play Pass).

Requests for the use of these reserves should be made annually through the budget process and approved by the Town Manager prior to Town Council consideration. In such a situation when the use of these reserves may be unexpectedly needed during the fiscal year, approval from the Town Council shall be required.

Responsibility: It is the responsibility of the Town Manager and the Finance Director to advise the Town Council annually through the budget process of the projects and dollar amount of expenses charged to the reserves and to advise to the adequacy of the funding level of these reserves.

Approval Date: August 11, 2015

Town of Palm Beach, Florida

Subject Policy: Reserve for Catastrophic Exposures/Emergencies - Risk Fund

Effective Date: October 1, 2001

Revised: October 1, 2002

Purpose: The purpose of this policy is to set aside emergency reserves that will protect the Town of Palm Beach against the potentially disastrous financial impacts of response to and recovery from a man made or natural emergency situation.

Policy: It is the policy of the Town of Palm Beach to maintain a Reserve for Catastrophic Exposures/Emergencies within the Town's Self Insurance - Risk Fund for events of such magnitude that they could not otherwise be covered by available budgeted funds. This reserve shall be used only for one or more of the following events:

1. Local disaster response and recovery costs resulting from a natural or man-made disaster requiring Town expenditures not reimbursable from insurance carriers or the Federal and State governments;

2. Local disaster response and recovery costs resulting from a natural or man-made disaster that are paid up-front to expedite effective emergency management prior to reimbursement by insurance carriers or the Federal and State governments, with reimbursements, if any, paid back to the reserve;

3. Large judgments in excess of insurance coverage, or uninsured claims not covered by policies;

4. Budget stabilization purposes in response to increases in premium rates and/or loss fund increases.

The amount of the reserve will be maintained at a *minimum* level of $2,500,000, and may be adjusted annually based on market conditions, inflation rates, insured retention levels, and potential claims. This amount will be appropriated annually from Net Assets, in order to avoid amending the budget in case of an emergency.

Responsibility: It is the responsibility of the Town Manager and/or the Finance Director to advise the Town Council when it may be necessary to draw down this reserve, identifying the criterion which has been met. The Town Manager may draw down this reserve without Town Council approval if necessary to aid in the payment of local disaster response and recovery costs.

Approval Date: August 14, 2001

Town of Palm Beach, Florida

Subject Policy: Contingency Reserve -Risk Fund

Effective Date: October 1, 2001

Purpose: The purpose of this policy is to provide for a Contingency Reserve that will be appropriated annually for unanticipated expenditures of a nonrecurring nature and/or to meet unexpected increases in costs and provide a clear guideline for the use of the Contingency Reserve within the Risk Fund.

Policy: It is the policy of the Town of Palm Beach to annually appropriate a Contingency Reserve of $500,000 to address unexpected needs that occur throughout the year, subject to the formal affirmative vote of the Town Council. Examples of the use of this reserve may include:

1. Uninsured losses of $500,000 or less or,

2. Rate increases which exceed forecasted, budgeted amounts.

All requests will require a detailed justification to be submitted to the Town Manager, including a statement as to why it is in the Town's best interests to provide the requested funding prior to the next budget cycle.

Responsibility: It is the responsibility of the Town Manager and/or Finance Director to advise the Town Council when it may be appropriate to draw down this reserve, identifying the need(s) being met and the reason(s) that the expenditures cannot or should not wait until the next budget cycle.

Approval Date: August 14, 2001

Town of Palm Beach, Florida

Subject Policy: Contingency Reserve -Health Insurance Fund

Effective Date: October 1, 2003

Purpose: The purpose of this policy is to provide for a Contingency Reserve that will be appropriated annually for unanticipated expenditures of a nonrecurring nature and/or to meet unexpected increases in health insurance costs and claims exposure, and provide a clear guideline for the use of the Contingency Reserve within the Health Insurance Fund.

Policy: It is the policy of the Town of Palm Beach to annually appropriate a Contingency Reserve of $500,000, or an amount deemed necessary and prudent by the Town Manager as indicated in his/her annual budget proposal, from the Retained Earnings of the fund to address unexpected needs that may occur throughout the year. Examples of the use of this reserve may include:

1. A large volume of claims that exceed the forecasted, budgeted amounts;

2. Rate increases which exceed forecasted, budgeted amounts.

All requests for expenditures from this reserve will require a detailed justification to be submitted to the Town Manager for his/her prior approval.

Responsibility: It is the responsibility of the Town Manager and/or Finance Director to advise the Town Council annually or as necessary on the use of this contingency reserve.

Approval Date: August 12, 2003

Town of Palm Beach, Florida

Subject Policy: Budgetary Control

Effective Date: October 1, 2001

Purpose: The purpose of this policy is to formalize the Town's level of budgetary control, and to provide for the administrative realignments of funds by the Town Manager and Finance Director to deal with unexpected needs as long as service to the public is not negatively impacted.

Policy: It is the policy of the Town of Palm Beach that the budget be controlled at the program level within each department by the applicable department head. Budget amendment requests, transferring funds between programs will originate from the applicable department head and the Finance Director and shall be subject to the approval of the Town Manager. The Town Manager may authorize transfers between departments if the action is deemed necessary to meet the obligations of the Town.

Reserves and new revenues may not be appropriated through this process, interfund transfers may not be made, and total appropriations of the Town shall not be changed, without prior affirmative action of the Town Council.

Responsibility: It is the responsibility of the Finance Director, under the direction of the Town Manager, to implement this policy.

Approval Date: August 14, 2001

Town of Palm Beach, Florida

Subject: Debt Management Policy

Effective Date: October 1, 2001

Purpose: To establish parameters and guidance for the issuance, management, monitoring, assessment and evaluation of all Debt Obligations (defined below) issued by the Town of Palm Beach.

Policy: It is the policy of the Town of Palm Beach:

(a) To periodically approve the issuance of Debt Obligations on behalf of the Town to finance the construction or acquisition of infrastructure and other assets for the purpose of meeting its governmental obligations to its residents;
(b) To approve the issuance of Debt Obligations to refund outstanding debt when indicated by market conditions or management of Debt Obligations to refund outstanding debt when indicated by market conditions or management considerations;
(c) That such Debt Obligations are issued and administered in such a manner as to ensure and sustain the long-term financial integrity of the Town, to achieve the highest possible credit rating and to preserve and enhance the quality of life, safety and welfare of its citizens;
(d) That such Debt Obligations shall not be issued or debt proceeds used to finance current operations of the Town except as provided herein;
(e) To minimize the impact of construction or acquisition of infrastructure and other assets on the budget of the Town;
(f) That the Town will consider long-term financing for the acquisition, maintenance, replacement, or expansion of physical assets (including land) only if they have an economic/useful life of at least five years;
(g) That the Town will not issue debt for periods exceeding the useful life or average useful lives of the project or projects to be financed;
(h) That the Town normally will rely on internally generated funds and/or grants to finance its capital needs. Debt will be issued for a capital project only in the case of emergency, or when inclusion of a project in the Town's pay-as-you-go Capital program will preclude the construction of smaller necessary capital improvements;
(i) That the Town will keep outstanding debt within the limits prescribed by Section 7.01 of the Town Charter.

Debt Obligations shall mean bonds, notes, letters and lines of credit, lease purchases, or other securities issued by the Town against a pledge of a specific revenue source or sources, the proceeds of which are used to fund a capital project providing a public benefit.

Responsibility: It is the responsibility of the Finance Director under the direction of the Town Manager, to implement this policy. Departments should submit requests to use debt obligations for financing and submit to the Town Manager for review and approval.

Approval Date: August 14, 2001

Town of Palm Beach, Florida

Subject Policy: Revenue Shortfall Plan

Effective Date: October 1, 2002

Purpose: To establish a plan to address financial conditions which could result in a net shortfall of revenues as compared to expenditures. The plan is divided into the following three components:

Indicators, which serve as warnings that potential budgetary impacts are increasing in probability. Indicators will be shown as a percentage reduction in revenues. The Town will monitor key revenue sources as well as inflation factors and national and state trends.
Phases, which will serve to classify and communicate the severity of the situation, as well as identify the actions to be taken at the given phase.

Actions, which are the preplanned steps to be taken in order to prudently address and counteract the anticipated shortfall.

The recession plan and classification of the severity of the economic downturn, will be used in conjunction with the Town's policy regarding the importance of maintaining the Unassigned Fund Balance reserves to address economic uncertainties.

The following is a summary of the phase classifications, indicators and the corresponding actions to be taken:

Phase 1
Alert: An anticipated net reduction in budgeted revenue vs. actual receipts of 1% up to 5%. The actions associated with this phase are as follows:

Actions:
A. Delaying expenditures where reasonably possible, while maintaining the same level of service.
B. Departments shall monitor their individual budgets to ensure that only essential expenditures are made to maintain service levels.
C. Non-essential capital expenditures may be deferred.
D. Hiring for vacant positions will be closely scrutinized and may result in delaying the recruitment process and using temporary help where possible.

Phase 2
Minor: A reduction in total budgeted revenues vs. actual receipts in excess of 5% to 9%. The objective at this level is still to maintain the same level of service where possible. Actions associated with this level may be:

Actions:
A. Intensifying the review process for large items such as contract services, consulting services, and capital expenditures including capital improvements.
B. Hiring to fill vacant positions only with special justification and authorization.
C. Closely monitoring and reducing expenditures for travel and seminars.

Phase 3
Moderate: A reduction in total budgeted revenues vs. actual receipts of 10% to 15% Initiating cuts of service levels by:

Actions:
A. Deferring large expenditures.
B. Deferring capital expenditures.
C. Reducing CIP appropriations from the General Fund and deferring projects.
D. Institute a hiring freeze.
E. Eliminate expenditures for travel and seminars.
F. Consider across the board departmental budget cuts.

Phase 4
Major: A reduction in total budgeted revenues vs. actual receipts of 16% to 25% Implementation of major service cuts may include:

Actions:
A. Reducing the temporary work force.
B. Deferring merit wage increases.
C. Further reducing capital expenditures.
D. Preparing a strategy for reduction in work force.
E. Instituting across the board departmental budget cuts.
F. Draw on excess unassigned fund balance to compensate for lost revenue.

Phase 5
Crisis: A reduction in total budgeted revenues vs. actual receipts of over 25%. Actions may include:

Actions:
A. Implementing reduction in work force or other personnel cost reduction strategies.
B. Eliminate programs.
C. Eliminate capital improvement projects.
D. Draw on unassigned fund balance to compensate for lost revenue.

Responsibility: It is the responsibility of the Town Manager and the Finance Director to advise the Town Council of a revenue shortfall as soon as it is apparent based upon the established indicators. The Town Manager and Finance Director will recommend actions based upon the Phase classifications.

Approval Date: August 13, 2002

(This page intentionally left blank)

2010A and 2013 Revenue Bonds (Fund 205) 242
2013 Accelerated Capital Projects Fund (Fund 314) 271

A

Accelerated Capital Improvement Program Budget Report 272
Accelerated Capital Improvement Program Project Fact Sheets 273
Accelerated Capital Projects Fund 271
Administration, Fire-Rescue (411) 145
Administration, Recreation 324
Administrative Management, Town Manager's Office (121) 92
Administrative Management, Police Department (421) 165
Administrative Management, Public Works Department (511) 195
Advice and Litigation (122) 93
Assessed Valuation and Millage Rate 27
Authorized Positions 355

B

Beach Cleaning (546) 217
Bond – 2010A and 2013 Revenue Bonds 242
Bond – 2010B Worth Avenue Revenue Bond 243
Budget Award v
Budget Calendar 43
Budget Comparison – General Fund Revenues and Expenditures 65
Budget Message 1
Budget Overview 49
Budget Preparation Process 38
Budget Summary by Fund Type, Revenues and Expenditures 50

C

Calendar – Budget 43
Capital Expenditures 63
Capital Funds 245
Capital Improvement Pay-as-you-go/Facilities Five Year Program 249
Capital Improvement Pay-as-you-go Fund 250
Capital Program – Recreation 325
CCMP FY15 Accomplishments and FY16 Action Plan 251
Coastal Management (581) 228
Code Enforcement (216) 137
Commercial Collection (542) 211
Communications Unit (425) 175
Comprehensive Coastal Management Project Fund 263
Contingent Appropriations (711) 235
Crime Scene/Evidence Unit (426) 177
Criminal Investigation Unit (429) 183

D

Debt Administration 237
Depreciation Program – Recreation 326
Demographics 26
Donation Reserve Account Summary 360

E

Emergency Management (710) 234
Engineering – General Services (561) 223
Equipment Operation and Maintenance (571) 226
Equipment Replacement – Recreation 327
Equipment Replacement Fund (Fund 320) 335
Expenditures – Capital 63
Expenditures – General Fund 81
Expenditures – Summary of Expenditure Classifications by Fund Type 54

F

Facility Maintenance (554) 220
Finance Department Organization Chart 110
Finance Department Revenue and Expenditure Summary 112
Financial Management (141) 115
Financial Policies 33, 361
Financial Structure 44
Fire Administration (411) 145
Fire Operations (417) 148
Fire Training (418) 152
Fire Prevention (215) 135
Fire-Rescue Department Organization Chart 140
Fire-Rescue Department Revenue and Expenditure Summary 143
Five Year Capital Improvement Pay-as-you-go/Facilities Program 249
Fund Budget Overview 49

G

General Engineering Services (561) 223
General Fund Expenditures 81
General Fund Revenues 67
General Fund Revenues and Expenditures Budget Comparison 65
General Government (113) 87
Glossary 392
Golf Course 311
Guide for Readers iii

H

Health Benefit – Self Insurance Fund (Fund 502) 333
Health Insurance Trust (Fund 610) 347
History of Town 31
Human Resources (123) 103
Human Resources Organization Chart 100

I

Information Systems (125) 95
Inspection and Compliance (213) 131

L

Landmarks Preservation (214) 133
Landscape Maintenance (551) 218
Legislative (111) 85
Library Services (321) 232

M

Major Revenue Sources 71
Major Revenues – Summary by Fund Type 52
Map of Town 25
Marina 307
Meter Maintenance and Collection (558) 222
Millage Rate and Assessed Valuation 27

O

Ocean Rescue (419) 155
Operations – Fire (417) 148
Organization Chart – Finance Department 110
Organization Chart – Fire-Rescue Department 140
Organization Chart – Human Resources 100
Organization Chart – Planning, Zoning and Building 122
Organization Chart – Police Department 160
Organization Chart – Public Works Department 188
Organization Chart – Recreation Enterprise Fund 304
Organization Chart – Town Manager's Office 90
Organization Chart – Townwide ii
Organized Crime, Vice and Narcotics – OCVAN (422) 168

P

Parking Control Unit (430) 185

Patrol (428) ... 179
Pay-as-you-go Capital Improvement Fund ... 250
Permit Issuance (212) ... 128
Planning and Zoning (211) ... 126
Planning, Zoning and Building Organization Chart ... 122
Planning, Zoning and Building Revenue and Expenditure Summary ... 124
Police Administrative Management (421) ... 165
Police Department Organization Chart ... 160
Police Department Revenue and Expenditure Summary ... 163
Police Training and Community Relations Unit (424) ... 172
Policies – Financial ... 33, 361
Positions Authorized ... 355
Public Works Administrative Management (511) ... 195
Public Works Department Organization Chart ... 188
Public Works Department Revenue and Expenditure Summary ... 193
Purchasing (144) ... 118

R

Readers Guide ... iii
Records Information System Unit (423) ... 170
Records Management (131) ... 113
Recreation Administration ... 324
Recreation Center ... 321
Recreation Enterprise Fund Organization Chart ... 304
Recreation Enterprise Fund Revenue and Expenditure Summary ... 306
Recycling (545) ... 215
Refuse Disposal (543) ... 212
Reserve Analysis ... 57
Residential Collection (541) ... 209
Retirement Fund ... 339
Revenue and Expenditure Summary – Finance Department ... 112
Revenue and Expenditure Summary – Fire-Rescue Department ... 143
Revenue and Expenditure Summary – Planning, Zoning and Building ... 124
Revenue and Expenditure Summary – Police Department ... 163
Revenue and Expenditure Summary – Public Works Department ... 193
Revenue and Expenditure Summary – Recreation Enterprise Fund ... 306
Revenues – General Fund ... 67
Revenues – Major Sources ... 71
Revenues – Summary of Major Revenues by Fund Type ... 52
Right-of-Way Inspections (565) ... 225
Risk Management – Self Insurance Fund (Fund 501) ... 329

S

Sanitary Sewage Treatment (533) ... 208
Sanitary Sewer Maintenance (532) ... 202

Self Insurance Fund – Health Benefit (Fund 502) 333
Self Insurance Fund – Risk Management (Fund 501) 329
Shore Protection Board Coastal Management Program Budget 265
Strategic Planning and Key Results Measurement 18
Storm Sewer Maintenance (531) 202
Street Lighting (524) 200
Street Repair and Maintenance (521) 196
Summary of Expenditure Classifications by Fund Type 54
Summary of Major Revenues by Fund Type 52

T

Tennis 317
Town History 31
Town Facilities Fund 267
Town Manager's Office Administrative Management (121) 92
Town Manager's Office Organization Chart 90
Town of Palm Beach Organization Chart ii
Town Overview/Demographics 26
Traffic Control (523) 198
Training – Fire-Rescue (418) 152
Training and Community Relations Unit – Police (424) 172
Transfers to Other Funds (611 to 625) 233

W

Worth Avenue Maintenance 269

Y

Yard Trash Collection (544) 213

(This page intentionally left blank)

The definition of terms listed are provided to assist the user in the understanding of terminology used throughout the text of the budget document. For your convenience and reading ease, the following is a list of acronyms that are used by the Town of Palm Beach.

ALS Advanced Life Support
CAFR Comprehensive Annual Financial Report
CDBG Community Development Block Grant
CIP Capital Improvement Program
EMS Emergency Medical Services
FY Fiscal Year
FTE Full-Time Equivalent
GAAP Generally Accepted Accounting Principals
GASB Governmental Accounting Standards Board
GIS Geographic Information System
ICMA International City/County Management Associaition
MDT Mobile Data Terminals
OPEB Other Post Employment Benefits
REF Recreation Enterprise Fund
TRIM Truth in Millage

ACCOUNT NUMBER: A system of designating accounts, entries, invoices, vouchers, that quickly references certain required information.

ACCOUNTING PERIOD: A period at the end of which and for which financial statements are prepared. The Town's accounting period is from October 1 through September 30.

ACCOUNTING PROCEDURES: All processes which discover, record, classify and summarize financial information to produce financial reports and provide internal control.

ACCOUNTING SYSTEM: The total structure of records and procedures which discover, record, classify, summarize, and report information on the financial position and results of operations of a government or any of its funds, fund types, balanced account groups, or organizational components.

ACCOUNTS PAYABLE: A liability account reflecting amounts on open accounts owing to private persons or organizations for goods and services received by a government.

ACCOUNTS RECEIVABLE: An asset account reflecting amounts owing on open accounts from private persons or organizations for goods and services provided by a government.

ACCRUAL BASIS: The basis of accounting under which transactions are recognized when they occur regardless of the timing of related cash flow.

ACTUARIAL: A person or methodology that makes determinations of required contributions to achieve future funding levels that addresses risk and time.

ACCUMULATED DEPRECIATION: Accumulated depreciation is the total depreciation taken for an asset since it was placed in service. Also known as life-to-date depreciation and depreciation reserve.

ACTIVITY CLASSIFICATION: A grouping of expenditures on the basis of specific lines of work performed by organizational units. For example: sewage treatment and disposal, solid waste collection, and street cleaning are activities performed in carrying out the function of sanitation and the segregation of the expenditures is made for each of these activities constitutes an activity classification.

AD VALOREM: A tax levied in proportion to value of the property against which it is levied.

ADOPTED BUDGET: The budget as it is approved by the Town Council prior to the beginning of each fiscal year.

AMENDED BUDGET: The amended budget is the working budget. It is the adopted budget that incorporates all operating transfers and approved budget amendments (changes in the budget total that are approved subsequent to initial adoption).

AMORTIZATION: (1) Gradual reduction, redemption or liquidation of the balance of account according to a specific schedule of times and amounts. (2) Provision for the

extinguishment of a debt by means of a Debt Service Fund.

ANNUAL BUDGET: A plan for the coordination of resources and expenditures. The budget is the financial plan for the Town's allocation of resources to provide services, accomplish the Town's goals and objectives, and perform activities.

APPRAISE: To make an estimate of value, particularly of the value of property. If the property is valued for purposes of taxation, the less-inclusive term "assess" is substituted for this term.

APPROPRIATION: A legal authorization granted by a legislative body to make expenditures and to incur obligations for specific purposes. An appropriation is usually limited in amount and as to the time when it may be expended.

ASSESSED VALUATION: A valuation set upon real estate or other property by a government as a basis for levying taxes.

ASSESSMENT ROLL: In the case of real property, the official list containing the legal description of each parcel of property and its assessed valuation. The name and address of the last known owner are also usually shown. In the case of personal property, the assessment roll is the official list containing the name and address of the owner, a description of the personal property and its assessed value.

ASSETS: Resources owned or held by a government, which have monetary value.

AUDIT: A methodical examination of utilization of resources. It concludes in a written opinion of its findings. An audit is a test of management's accounting system to determine the extent to which internal accounting controls are both available and being used.

AUTHORITY: A government or public agency created to perform a single function or a restricted group of related activities. Usually such units are financed from service charges, fees and tolls, but in some instances they also have taxing powers. An authority may be completely independent of other governments or partially dependent upon other governments for its creation, its financing or the exercise of certain powers

AVAILABLE FUND BALANCE: This refers to the funds remaining from the prior year which are available for appropriation and expenditure in the current year.

BALANCED BUDGET: A budget in which planned funds available equal planned expenditures.

BEGINNING FUND BALANCE: The unexpended amount in a fund at fiscal year end, which is available for appropriation in the next fiscal year.

BENEFITS: Payments to which participants may be entitled under a pension plan, including pension benefits, death benefits, and benefits due on termination of employment.

BOND: A written promise to pay a specified sum of money, called the face value or principal amount, at a specified date or dates in the future, called the maturity date(s), together with periodic interest at a specified rate.

BOND RATING: An evaluation of credit worthiness performed by an independent rating service. The Town is one of only three municipalities in the State of Florida to maintain a AAA rating from both Moody's and Standard & Poor's.

BUDGET: A plan of financial operation embodying an estimate of proposed expenditures for a given period and the proposed means of financing them. Used without any modifier, the term usually indicates a financial plan for a single fiscal year. The term "budget" is used in two senses in practice. Sometimes it designates the financial plan presented to the appropriating body for adoption and sometimes the plan is finally approved by that body. It is either usually necessary to specify whether the budget under consideration is preliminary and tentative or whether it has been approved by the appropriating body.

BUDGET AMENDMENT: The process by which unanticipated changes in revenue or expenditures are made a part of the budget, thereby amending it.

BUDGET CALENDAR: A schedule of key dates which the Town follows in the preparation, adoption and administration of the budget.

BUDGET MESSAGE: A general discussion of the proposed budget as presented in writing by the budget-making authority to the legislative body.

BUDGET TRANSFER: An action which changes budgeted amounts at the department, division, and/or object code level of control with offsetting increases and decreases in budgeted line items.

BUDGETARY BASIS: This refers to the basis of accounting used to estimate financing sources and uses in the budget. This generally takes one of three forms: GAAP, cash or modified accrual.

BUDGETARY CONTROL: The control or management of a government or enterprise in accordance with an approved budget for the purpose of keeping expenditures within the limitations of available appropriations and available revenues.

BUSINESS PLAN: A written document outlining how Town sources will be applied to achieve the objectives determined for the Leisure Services Enterprise Fund.

CAPITAL EQUIPMENT: Equipment with an expected life of more than one year and a value of more than $2,500 for vehicles and equipment and $1,500 for computer equipment.

CAPITAL LEASE: An agreement conveying the right to use property, plant or equipment usually for a stated period of time where the lessee assumes all the risks and rewards of ownership.

CAPITAL OUTLAYS: Expenditures which result in the acquisition or addition of fixed assets.

CAPITAL PROGRAM: A plan for capital expenditures to be incurred each year over a fixed period of years to meet capital needs arising from the long-term work program. It sets forth each project or other contemplated expenditure in which the government is to have a part and specifies the full resources estimated to be available to finance the projected expenditures. The minimum threshold used to qualify a project for the Capital Improvement Program is $50,000.

CAPITAL PROJECT: Major construction, acquisition, or renovation activities which add value to a government's physical assets or significantly increase their useful life; also called capital improvements.

CAPITAL PROJECT FUNDS: One or more governmental type of funds established to account for resources used for the acquisition of large capital improvements, other than those accounted for in proprietary or trust funds.

COMPREHENSIVE ANNUAL FINANCIAL REPORT (CAFR): This official annual report presents the status of the Town's finances in a standardized format. The CAFR is organized by fund and contains two basic types of information: a balance sheet that compares assets with liabilities and fund balance; and an operating statement that compares revenues and expenditures.

CONTINGENCY: A budgeted reserve set-aside for possible emergencies, revenue shortfalls, or unforeseen expenditures not otherwise budgeted for.

CURRENT ASSETS: Those assets which are available or can be made readily available to finance current operations or to pay current liabilities. Those assets which will be used upon or converted into cash within one year. Some examples are cash, temporary investments and taxes receivable which will be collected within one year.

DEBT LIMIT: The maximum amount of gross or net debt which is legally permitted.

DEBT SERVICE: The payment of principal and interest on borrowed funds, such as bonds.

DEBT SERVICE FUNDS: One or more funds established to account for revenues and expenditures used to repay the principal and interest on debt.

DEBT SERVICE REQUIREMENT: The amount of money required to pay the principal and interest on outstanding debt, serial maturities of principal for serial bonds and required contributions to accumulate monies for future retirement of term bonds.

DEFICIT: An excess of liabilities and reserves of a fund over its assets.

DEPARTMENT: A basic organizational unit of government that is functionally unique in its delivery of services.

DEPRECIATION: The decrease in value of physical assets due to use and the passage of time.

DESIGNATED FUND BALANCE: Funds that have been identified for a specific purpose. This differs from reserved funds, in that there is no legal requirement for funds that have been designated.

DISTINGUISHED BUDGET PRESENTATION PROGRAM: A voluntary program administered by the Government Finance Officers Association to encourage governments to publish efficiently organized and easily readable budget documents and to provide peer recognition and technical assistance to the fiscal officers preparing them.

ENCUMBRANCE: An amount of money committed for the payment of goods and services not yet received or pair for.

ENTERPRISE FUND: A self supporting fund designed to account for activities supported by user charges. Examples are: Water, Solid Waste, and Recreation funds.

EXPENDITURES: Decreases in net current financial resources. Expenditures include current operating expenses which require the current or future use of net current assets, debt service, and capital outlays.

EXPENSES: Decrease in net total assets. Expenses represent the total cost of operations during a period regardless of the timing of related expenditures.

FIDUCIARY FUNDS: Trust and/or agency funds used to account for assets held by the Town in a trustee capacity, or as an agent for individuals, private organizations, other governments, and/or other funds.

FISCAL YEAR: A 12-month period to which the annual operating budget applies and at the end of which a government determines its financial position and the results of its operations. By State Law, the fiscal year for the Town of Palm Beach, and all Florida local governments, is October 1 to September 30.

FIXED ASSETS: Assets of a long-term character which are intended to continue to be held or used, such as land, buildings, improvements other than buildings, and machinery and equipment.

FRANCHISE: A special privilege granted by a government regulating the continuing use of public property such as city streets and usually involving the elements of monopoly and regulation.

FULL FAITH AND CREDIT: A pledge if the general taxing power for the payment of debt obligations. Bonds carrying such pledges are referred to as general obligation bonds or full faith and credit bonds

FULL-TIME EQUIVALENT (FTE): Number of positions calculated on the basis that one FTE equates to a 40-hour workweek for twelve months. For example, two part-time positions working 20 hours for twelve months also equals one FTE.

FULL-TIME POSITION: A position which qualifies for full Town benefits, usually required ti work 40 hours per week. Full-time fire personnel work 50.4 hours per week and all part-time personnel working in excess of 30 hours per week are granted benefits as full-time employees.

FUNCTIONAL CLASSIFICATION: Expenditures classification according to the principal purposes for which expenditures are made. Examples are public safety, general government, culture/recreation, etc.

FUND: A fiscal and accounting entity with a self-balancing set of accounts recording cash and other financial resources, together with all related liabilities and residual equities or balances, and changes therein, which are segregated for the purpose of carrying on specific activities or attaining certain objectives in accordance with special regulations, restrictions, or limitations.

FUND BALANCE: The fund equity of governmental funds. Changes in fund balances are the result of the difference of revenues to expenditures. When revenues exceed expenditures in a given period, fund balance increase and when expenditures exceed revenue, fund balance decreases.

FUND TYPE: In governmental accounting, all funds are classified into eight generic fund types; General, Special Revenue, Debt Service, Capital Projects, Special Assessment, Enterprise, Internal Service, and Trust and Agency.

GASB: Governmental Accounting Standards Board - an established national board, which governs financial reporting standards on state and local government levels throughout the United States of America, with its main headquarters in Chicago, IL.

GASB 34: Statement 34 of the Governmental Accounting Standards Board - Basic Financial Statements and Management's Discussion and Analysis for State and Local Governments - establishes new financial reporting standards for state and local governments throughout the United States.

GENERAL FUND: A fund containing revenues such as property taxes not designated by law for a special purpose. Some of the departments that are part of the General Fund include Fire, Police, Public Works, Administration and Recreation.

GENERAL OBLIGATION BONDS: Bonds for the payment of which the full faith and credit of the issuing government are pledged.

GENERALLY ACCEPTED ACCOUNTING PRINCIPLES (GAAP): Uniform minimum standards of/and guidelines for financial accounting and reporting. They govern the form and content of the basic financial statement of an entity. GAAP encompasses the conventions, rules, and procedures necessary to define accepted accounting practices at a particular time. They include not only broad guidelines of general application, but also detailed practices and procedures. GAAP provides a standard to measure financial presentations. The primary authoritative statement of the application of GAAP to state and local governments are NCGA pronouncements. Every government should prepare and publish financial statements in conformity with GAAP. The objectives of government GAAP financial reports are different from and much broader than, the objective of business GAAP financial reports.

GEOGRAPHIC INFORMATION SYSTEM (GIS): A GIS is a specialized data management system designed for the entry, analyses, and display of data commonly found on maps. GIS integrates maps with a database and allows analyses to be performed using location relationships of map features to the database.

GOAL: A statement of broad direction, purpose or intent based on the needs of the community. A goal is general and timeless.

GOVERNMENTAL FUNDS: Governmental funds account for the activities of a typical state or local government's operations (e.g. public safety, public health). Governmental funds can be further classified into four generic fund types - general fund, special revenue funds, capital projects funds, and debt service funds.

GRANTS: Contributions or gifts of cash or other assets from another government to be used or expended for a specific purpose, activity or facility.

HOMESTEAD EXEMPTION: Pursuant to the Florida State Constitution, the first $25,000 of assessed value of a home which the owner

occupies as principal residence is exempt from the property tax.

INFLATION: A rise in price levels caused by an increase in available funds beyond the proportion of available goods.

INFRASTRUCTURE: Assets which are immovable and of value only to the governmental unit (e.g. sidewalks, gutters, bridges.)

INTERFUND TRANSFERS: The movement of moneys between the funds of a governmental entity.

INTERGOVERNMENTAL REVENUE: Revenue collected by one government and distributed (usually through some predetermined formula) to another level of government(s).

INTERLOCAL AGREEMENT: A written agreement between the Town and other units of government to share in similar services, projects, emergency assistance, support, funding, etc., to the mutual benefit of all parties.

INTERNAL SERVICE FUNDS: One or more funds that accounts for the goods and services provided by one department to another within government on a cost-reimbursement basis.

INVESTMENTS: Securities and real estate held for the production of revenues in the form of interest, dividends, rentals or lease payments. The term does not include fixed assets used in government operations.

LEVY: (Verb) To impose taxes, special assessments or service charges for the support of governmental activities. (Noun) The total amount of taxes, special assessments or service charges imposed by a government.

LIABILITIES: Debt or other legal obligations arising out of transactions in the past which must be liquidated, renewed, or refunded at some future date. This term does not include encumbrances.

MILL: A taxation unit equal to one dollar of tax obligation for every $1,000 of assessed valuation of property.

MILLAGE RATE: The tax rate applied to each thousand dollars of taxable assessed valuation which results in the tax levy. Example: A 4.0 millage rate applied to property with a taxable valuation of $500,000 would generate tax in the amount of $2,000.00 (4.0 x 500) of ad valorem revenue.

MISSION STATEMENT: The statement that identifies the particular purpose and function of a department.

MODIFIED ACCRUAL BASIS: The accrual basis of accounting adopted for the governmental fund type. In this basis of accounting, expenditures are recognized when the goods or services are received and revenues, such as taxes, are recognized when measurable and available to pay expenditures in the current accounting period.

NON-EXPENDABLE TRUST FUNDS: When a government uses a non-expendable trust fund, the principal must remain intact, but it can expend the earnings.

OBJECTIVE: A simply stated, readily measurable statement of the aim of expected accomplishment within the fiscal year. A good statement of objective should imply a specific standard of performance for a given program:

(a) An operational objective focuses on service delivery.

(b) A managerial objective focuses on those aspects of management that help staff achieve operational objectives, i.e., staff training, work plan development, etc.

OBLIGATIONS: Amounts which a government may be required legally to meet out of its resources. They include not only actual liabilities, but also unliquidated encumbrances.

OPERATING BUDGET: Plans of current expenditures and the proposed means of financing them. The annual operating budget is the primary means by which most of the financing acquisition, spending and service delivery activities of a government are

controlled. The use of an annual operating budget is required by law.

OPERATING COSTS: Expenses for such items such as expendable supplies, contractual services, and utilities.

ORDINANCE: A formal legislative enactment by the governing board of a municipality. If it is not in conflict with any higher form of law, such as a state statute or constitutional provision, it has the full force and effect of law within the boundaries of the municipality to which it applies.

OTHER COSTS: Costs which are not personnel, operating or capital in nature, such as debt service and transfers between funds.

OUTSIDE AGENCY: Governmental or not-for-profit entities that provide services to Town residents or to the Town under terms of a contract or agreement. Example: The Town of Palm Beach administers the financial and parking enforcement operations for Kreusler Park which is utilized by Town residents and visitors, but is owned by Palm Beach County.

PART-TIME: Part-time employees work less than 30 hours per week and are not entitled to full-time employee benefits.

PAY-AS-YOU-GO BASIS: A term used to describe the financial policy of a governmental unit which finances all of its capital outlays from current revenues rather than by long-term borrowing.

PENSION FUND: The pension funds account for the accumulation of resources to be used for retirement benefit payments to the Town's employees.

PER CAPITA: A measurement of the proportion of some statistic to an individual resident determined by dividing the statistic by the current population.

PERFORMANCE BUDGET: A budget wherein expenditures are based primarily upon measurable performance of activities and work programs.

PERFORMANCE MEASURE: Data collected to determine how effective and/or efficient a program is in achieving its objectives.

PERSONAL SERVICES: A general category of operating expenses that includes salaries and wages, pensions, health insurance and other fringe benefits.

PERSONNEL COSTS: Costs directly associated with employees, including salaries and fringe benefits.

POST-EMPLOYMENT BENEFITS: A form of deferred compensation that includes heathcare and any type of post-employment benefit that is not an integral part of a pension plan.

PROGRAM: A distinct, clearly identifiable activity, function, cost center, or organizational unit which is budgeted as a sub-unit of a department. A program budget utilizes the separate programs as its basic component.

PROGRAM BUDGET: A budget with expenditures that are based primarily on programs of work. Each individual program is established as a separate cost center.

PROPERTY TAX: A tax levied on the assessed value of real property. This tax is also known as ad valorem tax.

PROPRIETARY FUND TYPES: Proprietary funds account for activities that are common in the private sector, which the government operates in a manner similar to their counterparts in the commercial world. The primary source of revenues for this fund type is user charges. Proprietary funds can by further classified into two fund types - enterprise funds and internal service funds.

PURCHASE ORDER: A document which authorizes the delivery of specified merchandise or the rendering of certain services.

RECLASSIFICATION: The moving of an existing position from one personnel classification (title) to another based upon the different performance of duties.

REQUISITION: A written demand or request, usually from one department to the purchasing officer or to another department, for specified articles or services.

Reserves: a portion of the fund balance or retained earnings legally segregated for specific purposes.

RESERVE FOR CONTINGENCIES: An amount set aside that can subsequently be appropriated by the Town Council to meet unexpected needs.

RESOLUTION: A special or temporary order of a legislative body; an order of a legislative body requiring less legal formality than an ordinance or statute.

RETAINED EARNINGS: An equity account reflecting the accumulated earnings of an Enterprise or Internal Service Fund.

REVENUE BONDS: A particular kind of bond in which the revenue to pay back the bond and interest comes from the project that the borrowed money was used to create, expand, or improve. Pledged revenues may be derived from operation of the financed project, grants, and excise or other non-ad valorem taxes. Generally, no election is required prior to issuance or validation of such obligations.

REVENUES: Increases in governmental fund-type net current assets from other than expenditure refunds and residual equity transfers. Under NCGA Statement 1, general long-term debt proceeds and operating transfers-in are classified as “other financing sources” rather than revenues.

ROLLED BACK RATE: That tax rate which when applied to the current year’s adjusted taxable value, generates the same ad valorem tax revenue as the prior year.

SAVE OUR HOMES: Provisions in Florida Statutes, Section 193.155(1) limit the annual increase in the taxable value of a homesteaded property. Beginning in 1995, or the year after the property receives homestead exemption, an annual increase in assessment shall not exceed the lower of the following:

a. Three percent of the assessed value of the property for the prior year; or
b. The percentage change in the Consumer Price Index (CPI) for all urban consumers, U.S. city average, all items 1967 = 100 or successor reports* for the preceding calendar year as initially reported by the U.S. Department of Labor, Bureau of Labor Statistics.
STATUTE: A written law enacted by a duly organized and constituted legislative body.

TAX RATE: The amount of tax stated in terms of a unit of a tax base. The State of Florida uses a mill as its tax rate. A mill is the rate applied to each thousand dollars of taxable appraised value. For example, 3.170 mills applied to property valued at $150,000 would generate taxes of $475.50 (3.170 x 150) of ad valorem revenue. In accordance with Florida Statute, 200.071, except as otherwise provided herein, no ad valorem tax millage shall be levied against real property and tangible personal property by counties in excess of 10 mills, except for voted levies.

TAX RATE LIMIT: The maximum rate at which a government may levy a tax. The limit may apply to taxes raised for a particular purpose, or to taxes imposed for all purposes, and may apply to a single government, to a class of governments or to all governments operating in a particular area. Overall tax rate limits usually restrict levies for all purposes and of all governments, state and local, having jurisdiction in a given area.

TAX ROLL: The official list showing the amount of taxes levied against each taxpayer or property. Frequently, the tax roll and the assessment roll are combined, but even in these cases the two can be distinguished.

TAXABLE VALUE: The assessed value of property minus the homestead exemption and any other exemptions which may be applicable.

TAXES: Compulsory charges levied by a government for the purpose of financing services performed for the common benefit. This term does not include specific charges made against particular persons or property for current or permanent benefits such as special assessments. Neither does the term include charges for service

rendered only to those paying such charges as, for example, development fees.

TEMPORARY POSITION: A temporary position is filled for a specific period of time, is not permanent in nature, and does not qualify for regular town benefits.

TRANSFERS IN/OUT (INTER-FUND TRANSFERS): Amounts transferred from one fund to another to assist in financing the services of the recipient fund. Transfers do not constitute revenues or expenditures of the governmental unit. Thus, they are budgeted and accounted for separately from other revenues and expenditures as other financing sources or uses.

TRUST FUNDS: Funds used to account for assets held by a government in a trustee capacity for individuals, private organizations, other government and/or other funds.

TRUTH IN MILLAGE: The Florida Truth in Millage Act (TRIM) serves to formalize the property tax levying process by requiring a specific method of tax rate calculation, form of notice, public hearing requirements and advertisement specifications prior to the adoption of a budget tax rate.

The effect of TRIM is to inform taxpayers that their property taxes are changing (up or down), the cause (a change in the assessed value of their property and/or an increase in the proposed spending level) and how the proposed new tax rate compares to the rate that would generate the same property tax dollars as the current year (the "rolled back" rate).

UNENCUMBERED: The portion of an allotment not yet expended or encumbered.

UNDESIGNATED/UNRESERVED FUND BALANCE: Unrestricted funds available to be designated as a budget-funding source.

USEFUL LIFE: The period of time that a fixed asset is able to be used. This can refer to a budgeted period of time for an equipment class or the actual amount of time for a particular item.

USER CHARGES: The payment of a fee for direct receipt of a public service by the party benefitting from the service.

WORKLOAD INDICATORS: Statistical and historical measures of the services level provided or workload completed by each department within the Town.

(This page intentionally left blank)